

Human Resources

Maintenance Technician

Department: Plant Operations
Reports to: Plant Foreman
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

The Maintenance Technician assures equipment is maintained in good mechanical condition by performing regular maintenance and notifying the appropriate supervisor of any problems.

Essential Functions:

- Works daily with various skilled trades personnel.
- Works from blue prints, diagrams and schematics.
- Assists contractors and sub-contractors in district-related repairs, renovations or changes.
- Assists trouble-shooting defective equipment and repairing/replacing as needed.
- Assists enforcing safety measures and securing the area.
- Assists problem solving and determining future material requirements.
- Reports major repairs and damaged property to the supervisor and principal.
- Conducts an on-going program of general maintenance upkeep and repair.
- Maintains a regular maintenance schedule of all equipment.
- Maintains an awareness of the function and operation of utilities servicing the school.
- Performs regular cleaning services to equipment.
- Checks equipment and tools for maintenance needs and mechanical defects prior to operation.
- Provides a preventative maintenance program with accurate record keeping for all units and equipment assigned.
- Complies with EPA, OSHA, ADOT, and all other federal, state, city and district inspections and requirements.
- Recommends supplies and equipment purchases and maintains the inventory of district-owned tools, equipment and supplies.
- Available to assist in a supervisory capacity in the event of an emergency and/or the absence of the Plant Foreman.
- Shows initiative as a self-starter and performs other related duties as assigned.
- Ensures that all work is completed in accordance with District policy and applicable state and federal laws.
- Performs any other duties as assigned by supervisor.

Training and Experience:

- High School Diploma or equivalent.
- Basic electric theory and practice.
- Basic experience in one or more of the following areas: HVAC, plumbing, carpentry, electronics, communication systems, fire alarms, landscaping, welding, with advanced skill in electricity.
- Experience in job cost estimating.
- Previous experience with high school age students preferred.
- Previous experience in a supervisory capacity preferred.

Knowledge of:

- Building and construction trades, gained through schooling and experience.
- Familiar with various building codes.
- Adolescent psychology preferred.

Skill In:

- Written and verbal communication with district personnel.
- The use of testing equipment
- Reading and interpreting structural, architectural, electrical, mechanical and plumbing plans and prints.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.