JOB DESCRIPTION
TECHNICIAN
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 4/10/2017

POSITION TITLE: Technician – Maintenance Elementary Grade 9 / Classification 92

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Maintenance Operations

SUPERVISES: N/A

POSITION GOAL(S):
Assist in the day-to-day operations of the maintenance department, responsible for maintenance and repair of building systems and envelope in the district. To provide the students, staff, and community with a functional, safe, and attractive environment in which to learn. Travel within the district and surrounding communities is a requirement.

JOB DUTIES / ACCOUNTABILITIES:
1. Perform skilled and semi-skilled mechanical maintenance work in the repair, installation, and alteration of building systems and envelope.
2. Responsible for the building’s structural safety by monitoring and repairing flooring, doorframes, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware and similar structural elements.
3. Perform general building maintenance repair on all types of building systems.
4. Maintain a status of “On Call” for building emergencies, break-ins, fire, and security alarms. When contacted, assess and take appropriate measures to deem the building secure and operational, notify/update appropriate staff of ongoing status of situation.
5. Fill in for day and night custodians as required.
6. Other duties as assigned

EXPERIENCE / KNOWLEDGE:
1. General working knowledge of low and high voltage up to and including 480V 3-phase electrical systems testing, repair and maintenance.
2. General working knowledge of plumbing systems (repair, maintenance, and alteration).
3. General working knowledge of HVAC systems and maintenance.
4. General working knowledge of carpentry repair and alteration.
5. Knowledge and ability of professional tradesmen.
6. Ability to communicate objectives with all personnel.
7. Ability to use a computer for record keeping and parts ordering.
8. Ability to safely and proficiently use tools and equipment common to electric motor, pump and seal maintenance trade.
9. Knowledge of basic math, terminology, and craft skills, to include shop and system mathematical calculations common to the building maintenance trade.
10. Knowledge of safety procedures and practices common to the building maintenance trade.
11. Minimum of five years’ experience in building systems and envelope maintenance, repair, installation and alteration.
EDUCATION:
1. High School Diploma or equivalent required.
2. Valid Illinois Driver's license required.
3. Bilingual - Spanish/English (written/verbal) preferred

PHYSICAL DEMANDS:
1. Must be able to lift up to 75 lbs. with proper technique.
2. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time.

TERMS OF EMPLOYMENT:
This is a 12-month ESSO position. Salary and benefits are as established by the Board of Education. A passing score of 70 percent or higher is required on the mandatory practical application test. Flexible hours/OT may be necessary.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy and ESSO agreement.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________