

Maintenance Technician

Purpose Statement

The job of Maintenance Technician is done for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of required maintenance and repair duties necessary to maintain assigned facilities; performing a wide variety of skilled maintenance activities (e.g. carpentry, plumbing, electrical, ventilating systems, etc.); performing routine and emergency repairs and adjustments to buildings and facilities; assisting other maintenance workers; and proper planning to ensure that tools and materials are available at job site.

This job reports to Director, Support Operations Services

Essential Functions

Analyzes blue prints, floor plans, and drawings (e.g. in-house projects, specifications for additions or alterations to building and/or grounds, etc.) for the purpose of ensuring necessary direction and implementation of projects for YCOE.

Attends and participates in staff meetings and in-services activities for the purpose of providing information; learning new processes and maintenance requirements.

Fabricates parts as needed for the purpose of meeting specialty needs and/or replacing unavailable parts.

Inspects buildings, grounds, and equipment for the purpose of ensuring maintenance, repair and replacement needs are implemented.

Maintains full range of building and grounds maintenance vehicles and equipment (e.g. tractors, trenchers, jackhammers, mowers, air compressors, power tools, county vans, etc.) for the purpose of ensuring completion of all necessary maintenance intervals.

Maintains a wide variety of electrical components (e.g. lights, wall outlets, switches, etc.) for the purpose of providing enhancements and/or upgrades through installation or repair as necessary.

Performs necessary custodial duties (e.g. sweeping, stripping and burnishing floors; vacuuming and maintaining carpets; washing windows, mirrors and walls; cleaning classroom desks, counter tops, waste receptacles; cleaning and maintaining light fixtures, etc.) for the purpose of maintaining optimal facility operation and appearance of physical plant.

Performs routine and preventive maintenance (e.g. air filter changes, heating and air conditioning unit repair, minor concrete work, etc.) for the purpose of ensuring the ongoing functioning of facilities.

Performs a variety of skilled trade functions (e.g. plumbing, painting, carpentry, window installation, dry wall, etc.) for the purpose of completing projects within established time frames.

Prepares physical space for meetings and conferences as needed (e.g. preparation of meeting rooms including multi-media, flip charts, room arrangement; necessary equipment rental, etc.) for the purpose of ensuring successful operation of scheduled meetings/conferences.

Prepares written materials (e.g. repair status, work order descriptions, etc.) for the purpose of documenting activities and/or conveying information.

Provides ground maintenance duties (e.g. pesticide application, mowing, weeding, trimming, fertilizing, planting, etc.) for the purpose of ensuring landscaping is maintained and enhanced.

Secures assigned facility (e.g. locking and unlocking doors, turning on/off alarms, providing employee training on alarm use, etc.) for the purpose of ensuring security of physical plant.

Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicle as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings and grounds in a safe, clean and orderly condition; policies, procedures, codes related to building and grounds maintenance and repair; and knowledge of herbicides and pesticides.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; maintaining routine records; performance of semi-skilled custodial, building maintenance and repair; and grounds maintenance and landscaping.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test
Physical Exam

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
EPA/Pesticide Applicator's license (Possession or ability to obtain)
Forklift Certificate (Possession or ability to obtain)

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

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