

SENIOR MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director Support Operations Services, plan, organize and coordinate the facilities, maintenance, and operations functions of the organization; assure that YCOE facilities and grounds are clean, safe, and well maintained; inspect and evaluate YCOE and school district facilities; direct, guide, and instruct maintenance/custodial staff; perform semi-skilled work in the maintenance and operation of buildings, grounds, facilities, conference center and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Direct the activities of assigned staff; review work product; participate in the selection of new personnel, as assigned and call in substitutes, as authorized.

Assist in the development and preparation of work schedules; review work orders to determine materials, labor and time requirements; recommend supply and equipment purchases for the purpose of maintaining availability of required items and completing jobs efficiently; coordinate duties and assignments of staff; ensure effective work flow and facilities operations.

Evaluate and recommend maintenance and deferred maintenance priorities for the purpose of maintaining facilities in a safe operating condition; maintain and test fire and intrusion alarm systems on a regular basis for the purpose of maintaining a safe working environment; manage hazardous material inventory and storage; coordinate the State asbestos and lead program; assist in the development of procedures and policies regarding employee safety; conduct safety inspections; recommend to program managers necessary safety improvements; assure safety materials are current and enforce YCOE health and safety measures.

Provide technical expertise, information and assistance to the Director Support Operations Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Prepare and maintain accurate records, reports and statistics, including financial, inventory, work orders, inspection reports, State mandated reports, Williams Settlement inspections and others. Assists and monitors expenditures (e.g. supplies, materials, services, etc.).

Assume the lead role in project completion; assign work to other staff as appropriate; perform maintenance and custodial duties as needed; assume lead responsibility for maintaining assigned vehicles for the purpose of ensuring the availability of vehicles in safe operating condition.

Meet regularly with maintenance/custodial staff, managers, teachers, and others. Attend staff meetings, in-service trainings, workshops and other meetings, as directed.

OTHER DUTIES:

Maintain current knowledge of environmental issues and State and federal laws related to assigned activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General building, grounds maintenance and repair including electrical wiring, plumbing, carpentry, masonry, glass replacement, painting, and gardening; proper use of related materials, tools and equipment.

Proper methods, techniques, materials, tools and equipment used in modern grounds keeping, custodial and maintenance work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Herbicides and other chemicals used in grounds maintenance.

Methods and materials used in controlling pests, insects and weeds.

Proper operation of heavy grounds equipment, use of hand and power tools.

Record keeping techniques and practices.

Proper methods of storing equipment, materials and supplies

Basic theory and practice of heating, ventilation, and air conditioning systems.

Operational hazards and standard safety practices necessary in the area of assigned work.

Proper lifting techniques.

ABILITY TO:

Plan, design and implement custodial, grounds and maintenance programs.

Perform a full range of semi-skilled custodial, building maintenance, facility repair, and grounds maintenance work.

Repair and maintain a variety of mechanical equipment.

Move and arrange furniture and equipment for meetings and special events.

Observe and report safety hazard and need for maintenance and repair.

Estimate and order custodial supplies and equipment.

Operate and maintain chemical spraying equipment in performance of chemical spraying duties.

Knowledge of policies, procedures, and codes related to building, grounds maintenance and repair.

Read and interpret sketches, drawings, diagrams, and blueprints.

Understand and follow oral or written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain a cooperative and effective working relationships with others.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Travel from site to site within the county.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

Adverse weather conditions.

PHYSICAL DEMANDS:

- Lifting up to fifty (50) pounds.
- Walking or standing for extended periods of time.
- Climbing ladders during facility inspections.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Dexterity of hands and fingers to operate a computer and a variety of maintenance equipment.
- Seeing to read a variety of materials and inspect projects.
- Hearing and speaking in order to exchange information and make presentations.
- Driving a vehicle to conduct work.
- Heavy physical labor.

HAZARDS:

- Exposure to cleaning agents, chemical fumes, dust and odors.
- Exposure to electrical power supply and high voltage.
- Working in a cramped or restrictive chamber.
- Working around moving objects or vehicles.
- Working on ladders to change light fixtures and make facility repairs.

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 Health Screening
- Physical Exam

Certificates and Licenses:

- Valid Driver's license & Evidence of Insurability
- Forklift Certificate (Possession or ability to obtain)

Continuing Education/Training:

Maintains Certificates and/or Licenses

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

7/11/2019

Salary Grade

Range 53