

Job Title:	<b>MAINTENANCE TECHNICIAN I</b>	Reports to:	<b>Director of Facilities</b>
FLSA status:	<b>Non-Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position serves as a contributing member of the maintenance in troubleshooting and solving district and site needs as they arise; maintain all buildings and grounds in a safe and efficient manner.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public contact situations and provides information requiring a knowledge of district policies and procedures.
- Performs routine maintenance on all building equipment and grounds.
- Performs preventive maintenance and routine repair on equipment.
- Performs building repairs of all types.
- Paints furniture and rooms.
- Assists other maintenance team members in completing projects as requested.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to read building plans
- Ability to complete School Facilities Board maintenance logs and reporting.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent, preferred
- Good physical condition and neat appearance
- Demonstrated aptitude for successful completion of tasks assigned
- Literacy in the English language and able to communicate verbally.
- Demonstrated success in performing a wide variety of tasks, including but not limited to plumbing, minor electrical, painting, carpentry/construction, HVAC, welding, minor boiler work and building maintenance.

**Computer Proficiency:** Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*