



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **MAINTENANCE LEVEL II**

FLSA: Non Exempt

TITLE: Maintenance Technician

QUALIFICATIONS:

- Strong background in preventative maintenance
- High school diploma or GED
- Valid driver's license
- Fingerprint clearance check
- Computer literate
- Strong organizational skills

REPORTS TO: Facilities Manager

GENERAL FUNCTION:

The Maintenance Technician shall direct and coordinate District Activities related to the maintenance and construction of facilities; procurement of materials, supplies, equipment, and services; and maintains liaison with city, county, and state officials in areas related to job assignment.

- Acts as liaison to the Arizona State Facilities Board, responsible implementation of Preventative Maintenance Program and preparation of all reports to the AZSFB
- Responsible for a large variety of facility maintenance duties throughout the school.
- Application of many technical guidelines and skills.
- Exercises discretionary judgment and analysis in most situations.
- Supervision over a number of skilled, semi-skilled and unskilled employees.
- Supervises activities of personnel engaged in maintaining and repairing the utility and physical structures of district facilities and in keeping the grounds clean and orderly.

PERFORMANCE RESPONSIBILITIES:

- Assists personnel engaged in maintaining and repairing building utility systems, such as electric wiring and control, heating, ventilating, and plumbing.
- Receives, authorizes, prioritizes and delegates work requests.
- Identifies and expedites emergency repairs of facilities.
- Inspects the condition of school buildings to determine needed repairs and maintenance.
- Coordinates the maintaining and repairing of the District's special systems; security, fire detection, phone, intercom, etc.
- Plans and monitors the departmental budget.
- Provides input information for the budgetary process related to facilities operations.
- Determines need, selects and purchases supplies, materials, equipment, and services needed for the safe, efficient operation of District facilities.
- Meets with vendors, contractors and sales agents to place orders and discuss new product information relevant to efficient facilities operations.
- Responsible for scheduling of all school facilities and property used by the public under Arizona Risk Retention Trust and Governing Board Policy Facility Use Agreements.
- Insures departmental employees are provided needed training.
- Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance and operations.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.
- Establishes and maintains an effective communication and working relationship with contractors, vendors, school administration, district departments, and regulatory agencies.

- Supervises and inspects the work of outside contractors for adherence to plans and specifications.
- Evaluates project ideas and/or blueprints and cost estimates to make implementation decisions.
- Performs other duties relevant to job functions as assigned by the Administrator.

REQUIRED KNOWLEDGE AND SKILLS:

- Basic knowledge of acceptable construction, maintenance, and repair of school buildings, special systems and support infrastructure.
- Considerable knowledge of materials, methods and equipment used in construction and maintenance of school plants and buildings.
- Working knowledge of HVAC, electrical, plumbing and other related codes and regulations as required by law and pertaining to schools.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical equipment.
- Skill in preparing budgets and knowledge of District budgetary/accounting policies and procedures.
- Knowledge of preventive maintenance procedures, scheduling and follow-up.
- Knowledge of discipline practices and procedures
- Skill in interpersonal relations, assigning and evaluating the work of others, supervising personnel with technical professions, disciplining employees.
- Skill in reading and communicating the meaning of blueprints, wiring diagrams, engineering specifications, etc.
- Skill in coordinating and scheduling activities of diverse technical personnel.
- Ability to plan the work of others.
- Ability to counsel subordinates.
- Ability to screen and help select desirable new employees.
- Ability to communicate with professional technical personnel such as architects and engineers.
- Ability to provide assistance to District administrative staff in matters pertaining to facilities.

PHYSICAL REQUIREMENTS:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Frequent bending, squatting, standing, reaching, lifting, sitting, walking, stooping, kneeling, and lifting. Some tasks require oral communications ability. Some tasks require visual perception. Requires extended periods of typing or writing and viewing a CRT display.

ENVIRONMENTAL REQUIREMENTS:

Typically works both indoors and outdoors which may be in conditions of noise, dirt and dust, odors and fumes and exposed to extreme cold or heat. May be required to wear rain gear, eye, ear and face protection, respirators and back support. All District buildings/grounds are tobacco free.

TERMS OF EMPLOYMENT: 12 months / full time / part time

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of personnel.

CLASSIFICATION: Classified Staff

Revised: May 2010



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **MAINTENANCE LEVEL II TECHNICIAN**

FLSA: Non Exempt

I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____