

Job Title: Maintenance Technician
Reports to: Facilities Director
Work Schedule: 8 hours per day, 260 days per year
Salary: Per Service Employees International Union 12-Month Employees' negotiated salary schedule

Position Summary:

The Maintenance Technician is responsible for maintaining district facilities in safe operating condition; maintaining preventative maintenance program; and resolving immediate operation and safety concerns while ensuring the safety of students and staff of the district.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Repair and maintain machines, mechanical equipment, and buildings
- Install, align, and balance new equipment
- Perform carpentry tasks including remodel and/or repair of district facilities (i.e. building partitions, plaster or drywall repairs, and repair or paint windows, doors, floors, woodwork, roofs, and other parts of building structures)
- Complete wide range of electrical assignments including troubleshooting, diagnosis, repair, and installation techniques
- Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems,
- Repair air conditioning and heating systems including repair and installation of motors, compressors, condensing units, and other components
- Perform locksmith duties including the repair and/or replacement of locks and hardware, cutting and duplication of keys, and use of hand tool and specialized equipment
- Inspect, repair, service, and install systems and facility components (i.e. classroom equipment, sidewalks, fences, fire extinguishers, etc.) for the purpose of keeping facilities and equipment in safe, comfortable, and operable condition
- Repair and fabricate metal using welding techniques
- Inspect and diagnose problems using computer skills and reading blueprints, schematics, and repair manuals
- Obtain supplies and repair parts from distributors or storerooms
- Utilize specialized equipment, electronic test devices, and common hand and power tools
- Respond to emergency situations (i.e. facility or equipment damage, roof leaks, etc)
- Read, interpret, prioritize, and complete work orders in a timely manner
- Prepare and maintain records of maintenance and repair work
- Attend meetings and trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of practices and principles related to maintenance and repair of buildings and facilities including associated legal and safety requirements, codes, and permits
- Knowledge of and ability to perform a variety of maintenance functions including but not limited to carpentry, welding, plumbing, pipefitting, electrical, low voltage, refrigeration, locksmith, plastering, and painting
- Knowledge of materials and tools and ability to operate equipment to perform job
- Skills in operating hand and power tools as well as electronic, computerized, and other equipment used in general maintenance technical specialty
- Ability to inspect facilities and equipment, diagnose problems, develop solutions, and carryout corrective measures
- Ability to read and interpret blueprints, schematics, and repair manuals
- Ability to operate PC computer using district approved software

- Ability to perform basic math including calculating measurements, quantities, etc.
- Ability to perform record keeping and use checklists
- Ability to shift priorities with little or no advance notice
- Ability to follow oral and written instructions
- Ability to work independently with minimum or no supervision
- Ability to perform physical activity in a variety of working conditions
- Ability to interpret, understand, and apply written labels, charts, and graphs to follow safety rules and regulations
- Ability to shift priorities without advance notice
- Ability to follow oral and written directions
- Ability to work safely, independently, and with sound judgment
- Ability to prepare and maintain accurate records
- Ability to function as a member of a team to complete work activities
- Ability to work with a variety of people from diverse backgrounds
- Ability to comfortably and safely lift, move, or carry objects in excess of forty (40) pounds
- Ability to communicate effectively using district email system
- Ability to read, write, and communicate effectively to perform job

Minimum Qualifications:

- High School diploma or equivalent
- Valid Washington State Driver's License maintained for duration of job
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work is performed in a variety of locations (indoors and outdoors) within the district and requires employee to travel between sites; work outdoors in inclement weather; stand for prolonged periods of time; lift, move, and carry heavy objects; crouch, crawl, bend, and kneel in uncomfortably hot and cold environments while in awkward and cramped positions or on ladders; have good manual dexterity, handle hazardous chemicals and materials and be exposed to hazardous fumes, high voltage, and high noise levels; wear protective gear and clothing; and operate power machinery and equipment (i.e. saws, forklifts, drills, and motor vehicles).

Evaluation:

The Maintenance Technician shall be evaluated annually by the Facilities Director with input from the Maintenance Lead, pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed January 2006.

Job description revised April 2011.

Job description revised April 2012.