

**Oroville Elementary School District
Job Description**

JOB TITLE: MAINTENANCE TECHNICIAN

SALARY LEVEL:	35	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	Warehouse
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED:	February 3, 2016

SUMMARY: Under the direct supervision of the Director of Maintenance, Operations and Facilities, the Maintenance Technician maintains and repairs District buildings, equipment, and other facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances using hand tools and testing instruments to maintain lighting and equipment in the district.

Inspects and tests electrical lighting, signal, communication, power circuits and equipment. Isolates defects in wiring, switches, motors, and other electrical equipment using testing instruments such as ammeter, Ohm meter and volt meter.

Installs new wiring and machinery. Studies blueprints and diagrams to ascertain layout, location and specification of items to be installed.

Estimates quantities of materials needed.

Keeps records for equipment showing type, model, number and date of installation.

Builds, repairs, and installs counters, cabinets, furniture, benches, partitions, floors, doors, building framework, and trim.

Cleans maintenance facilities and warehouse on a regular basis including floors, sinks and restrooms.

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Installs glass in windows, doors, and partitions.

Replaces damaged ceiling tile, floor tile, and wall coverings.

Prepares surfaces for painting or repainting; applies finishes to various surfaces.

Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.

Dismantles devices to gain access to and remove defective parts.

Adjusts functional parts of devices and control instruments.

Repairs or replaces defective parts. Installs special functional and structural parts in devices.

Lubricates and cleans parts and starts devices to test their performance.

Sets up and operates lathe, drill press, grinder, and other metalworking and woodworking tools to make and repair parts. Operates hand and power tools necessary to perform duties.

Works safely observing the safety laws and regulations pertaining to job activities.

Initiates purchase order for parts and machines by relaying the necessary information to supervisor.

Services HVAC equipment: fans, compressors, and pumps; replaces compressors and does other major repairs to heating, ventilation, and air conditioning units.

Makes minor and major emergency repairs and adjustments to plumbing equipment and apparatus in school buildings.

Services district vehicles, performs minor and major repairs.

Does minor and major repairs on gasoline engines and other mechanical machinery including mowers, tractors and attachments.

Does minor and major construction work on buildings, including cement work and welding.

Repairs and solves mechanical problems with gas and electric appliances, ranges, water heaters, dishwashers, and refrigerators.

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Does other utility work as assigned, such as moving supplies, furniture and equipment, loading unloading trucks.

Answers emergency calls at any time and takes appropriate actions to protect and preserve property.

Monitors overall safety conditions and reports concerns to supervisor.

Performs related work, as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to public, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations. Ability to evaluate job priorities as varying conditions arise at the work site.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License (required by the first day of service)

California Department of Motor Vehicles printout of the employee's driving record required
Forklift certificate

Certificates and licenses may be required which tie directly to the essential duties and responsibilities of the position. (i.e., Refrigeration Certificate and Class B Driver's License)

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OTHER SKILLS AND ABILITIES: Ability to operate forklift, rotary mower and various hand tools such as weed-eater and blower. Ability to process paperwork, such as invoices and inventory sheets. Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

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 this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. 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 regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 60 pounds to a height of six feet, frequently lift and/or move up to 75 pounds to a height of three feet, and rarely lift and/or move up to 94 pounds to a height of three feet. However, while lifting amounts above 60 pounds a partner should be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is moderate to loud, occasionally very loud.

COMMENTS: The position demands that a person be mentally alert and physically capable of handling heavy loads.