

Facilities and Maintenance Technician

All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks mission statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.

Role Definition:

To ensure the building, equipment and grounds remain safe, clean, and free from hazards. This includes establishing routines and preventative maintenance and repair procedures.

Responsibilities:

- Responds to work orders and emergency maintenance requests as required.
- Perform a variety of work in the maintenance and repair of systems.
- Monitor maintenance schedules and contractors to ensure tasks are performed in a timely manner.
- Inspect and verify the operation and safety of facility, ground, and equipment including, but not limited to, assets protection, adjusting, calibrating, replacement, rebuilding and repairing of all building equipment utilizing contractors when required.
- Respond to Tier I technology support utilizing contractors when required.

Education and Experience:

- High school diploma, GED or any combination of experience and education equivalent of a 12th grade education
- Ability to multi-task with frequent interruptions
- English language skills to ensure the ability to effectively communication with contractors and staff
- Ability to manage multiple priorities
- Prior experience in this field helpful but not necessary

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.