

# MAPLE RUN UNIFED SCHOOL DISTRICT

## Job Description

**Job Title:** Facilities Maintenance Technician

**Location:** St. Albans Town Educational Center

**Job Group:** Educational Support Professionals

**Reports to:** Facilities Manager

**Summary:** Operates, maintains, and repairs the school's physical facilities and systems including electrical, HVAC, plumbing, refrigeration, controls and security, performs custodial duties in support of the health, safety and comfort of students and staff.

### Essential Duties and Responsibilities:

1. Operate, maintain, troubleshoot, and repair the school building's systems to provide a safe, healthy, comfortable, and secure environment. These systems include, but are not limited to the following:
  - a. Electrical distribution equipment from incoming service to end users including distribution, power panels, lighting panels, and motor starters; disconnects light fixtures, light switches and receptacles.
  - b. HVAC equipment including hot water boilers, pumps, air handlers, unit ventilators, and exhaust fans. Equipment utilizes direct expansion refrigeration for cooling.
  - c. Controls equipment including digital and pneumatic.
  - d. Plumbing equipment including hot and cold-water piping, drain piping, sinks, toilets, and fountains.
  - e. Kitchen equipment including walk-in cooler/freezer, steam systems, and dishwashing equipment.
  - f. Doors and windows including locks and operating hardware.
  - g. Security systems including cameras, badge readers, and door locks.
2. Knowledgeable of electrical codes and OSHA regulations (i.e.: LO/TO, PPE).
3. Completes work orders and maintenance activity in a timely manner.
4. Maintains a clean and safe work environment. Provides custodial service as needed.
5. Maintains the building's exterior areas by:
  - a. Pruning and trimming trees, shrubs, and hedges, using shears, pruners, or chain saws.
  - b. Raking, mulching, and/or composting leaves.
  - c. Trimming flowers, and cleaning flower beds.
  - d. Watering lawns, trees, and plants, using sprinkler systems, hoses, or watering cans.
  - e. Mowing lawns and gathering, picking up, and removing debris and litter.

- f. Hauling/spreading topsoil and spreading straw over seeded soil to hold soil in place.
  - g. Advising supervisor on plant selection and care.
6. Clears snow and ice from entrances, walkways, driveways, parking lots and roof.
  7. Assists with recycle and trash collection and removal. May haul materials to the dump.
  8. Helps to monitor school safety by ensuring that equipment is properly maintained and stored. Helps to identify building and grounds maintenance and repair needs and locking doors after operating hours.
  9. Requisitions and maintains supplies and equipment needed for grounds maintenance.
  10. Handles chemicals and power equipment in accordance with product specifications and with all safety rules and regulations. Disposes of hazardous wastes in appropriate manner.
  11. Assists with the established protocols for annual building openings and closings.
  12. Provides other maintenance and building and grounds responsibilities as assigned by the supervisor.

**General Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance. May supervise the work of external specialists, vendors, and/or skilled craft persons.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical 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 graduate or equivalent, technical school training. Three or more years' experience working in a school environment preferred. Experience with computers, automatic controls, and buildings and equipment maintenance required.

**Certificates, Licenses, and Registrations:** Certification in HVAC and one or more other trades (i.e.: Plumber or Electrician).

**Language Skills:** Ability to read, analyze, and interpret building trade drawings (electrical, mechanical, and controls). Must effectively present information and respond to questions from individuals and groups.

**Mathematical Skills:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and probability.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

**Other Skills and Abilities:** Knowledgeable of OSHA regulations. A demonstrated ability to establish and maintain effective working relationships with staff, students, and the greater school community is essential. The ability to communicate clearly and concisely both in oral and written form is required. Ability to perform duties with knowledge of all Supervisory and District requirements, Board policies, and applicable state and federal laws.

***Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union 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, sit, talk, and hear. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, crawl, and climb ladders. The employee must occasionally lift and/or move up to 50 pounds, and may have to clear snow and debris from the property. Indoor and outdoor work will be required. The incumbent may also be required to frequently perform manual dexterity such as handling items or conduct computer work. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Occasionally the position may require extended hours and require meeting multiple demands form others.

***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. 2 3*

The noise level in the work environment is quiet to loud, depending upon the activity in the particular part of the day and location. The work is primarily performed inside; however, occasional outside responsibilities are required.

**Terms of Employment:** Per established guidelines

**Evaluation:** Annually

**Date:** 6/10/19

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned. The Board reserves the right to amend the requirements contained in this job description.*