

OPERATIONS – GROUP 3 - MAINTENANCE TECHNICIAN  
Position Description

I Minimum Qualifications:

- Must be at least 18 years of age and hold a valid driver's license.
- Must be able to read and follow written instructions, identify material specifications, and make written reports as directed.
- Must be able to lift and move 50 pounds.
- Basic knowledge of hand and power tools, and equipment associated with regular maintenance activities.
- Basic familiarity with standard business technologies (email, electronic forms, online training).

II. Employment Terms:

- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.

III. Reporting Level:

- Reports to the Maintenance Supervisor. Overall responsibility is to the Director of Buildings & Grounds.

IV. Job Functions:

- Works indoors and out in a variety of facilities and weather conditions.
- Work involves kneeling, climbing, lifting, standing and similar physical activities.
- General building & grounds maintenance and repair.
- Painting, drywall, flooring, masonry and similar finish maintenance and repair.
- Minor roofing maintenance and repair.
- Light carpentry, painting, electrical and plumbing maintenance and repair.
- Repairs/replaces/adjusts hardware, locks, fixtures, doors, windows, and other building components.
- Snow removal and landscaping as needed.
- Light mechanical work including HVAC system and component (air handler, boiler, etc.) repair as well as regular and preventive maintenance (cleaning, filters, fluids, etc.).
- Trash & recycling collection and disposal.
- Pick-up & delivery of products, supplies, furnishings, and equipment.
- Custodial work as required due to staffing levels or to meet operational needs.
- Event support (set-up/break down of seating, event related and athletic equipment).
- Other related duties as assigned to support departmental or district programs and responsibilities.

V. Responsibilities:

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and orderly appearance.
- Ability to work independently as well as cooperatively in a team situation.
- Available for occasional after hours and weekend events, projects, building checks, and emergencies.

VI. Evaluation:

- Maintenance workers will be evaluated at least once annually. Evaluation will be based upon this job description and other relevant criteria.