

Birmingham Community Charter High School Facilities Maintenance Technician

Title: Facilities Maintenance Technician
FLSA Status: Non-Exempt
Reports to: Assistant Plant Manager or Plant Manager
Supervises: N/A

DEFINITION:

Under general supervision of the Plant Manager, independently perform semi-skilled tasks in the areas of carpentry, electrical, masonry, painting, flooring, metal, plumbing and mechanical work to maintain and repair buildings, grounds or related equipment.

ESSENTIAL FUNCTIONS:

- Replaces broken or defective appliances and electrical equipment such as diffusers, sockets, bulbs, switches, receptacles, lamp sockets, lamp covers, fluorescent tubes, ballasts, cover plates and clocks
- Repairs extension cords and replaces plugs and appliance cords
- Maintains plumbing equipment such as flush valves, faucets and sprinkler heads
- Clears fixture stoppages, storm drain receptacles and rain gutters
- Adjusts drinking fountains
- Programs and adjusts irrigation controllers and repairs minor leaks
- Completes basic carpentry tasks including the installation of shelving, cabinets and chair rails
- Repairs scratches and scuffs on furniture, woodwork, doors, windows, damaged stucco, interior plaster, gypsum board and classroom furniture
- Maintains ball boxes, fence gates, storage sheds and yard equipment
- Replaces loose or missing ceiling and floor tiles
- Performs minor painting tasks inside and outside buildings
- Performs routine repairs on metal building components including lockers
- Completes window balance repairs
- Repairs cafeteria roll-up windows
- Secures vandalized windows and doors
- Makes minor concrete and paving repairs
- May perform basic heating, ventilation and electrical maintenance tasks such as cleaning drain lines for air conditioning units, cleaning and vacuuming wall heaters, relighting oven and heating equipment, replacing thermostatic covers and air filters, programming and adjusting thermostats and time clocks
- Perform related duties as assigned

KNOWLEDGE OF:

- Appropriate practices and material used in plumbing, electrical, flooring, painting, carpentry, masonry, metal and mechanical building repair
- Proper methods for lifting and moving heavy objects
- Proper methods of storing equipment, materials and supplies
- Safe work practices in equipment and materials handling
- Applicable building codes

ABILITY TO:

- Safely use common hand and power tools in maintenance, repair, installation and refinishing work

Facilities Maintenance Technician

- Maintain tools, equipment and machines in a safe, clean and proper working condition
- Perform basic mathematics computations using addition, subtraction, multiplication and division
- Recognize conditions that are safety hazards or require the attention of skilled craft personnel
- Recognize, analyze and deal effectively with problems
- Understand and follow oral and written directions
- Work efficiently with charter personnel and the public
- Manage multiple service calls
- Maintain routine records and logs
- Work independently and plan and organize work to meet set deadlines

EDUCATION:

Graduation from high school or evident of equivalent educational proficiency.

EXPERIENCE:

Five years of recent, paid general construction and/or repair experience in three or more of the following building trades: carpentry, electrical, masonry, painting flooring, plumbing and mechanical work

SPECIAL:

A valid California Driver License and use of an automobile may be required for this position

PHYSICAL DEMANDS:

- Strength and endurance required to perform sustained heavy labor and to safely lift and move objects weighing up to 50 pounds
- Ability to work at various elevated heights and in restricted spaces in a safe and effective manner
- Work safely in confined spaces
- Use a respirator for personal protection in required circumstances
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run and crawl
- Perform moderate to heavy physical exertion
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date