

General Maintenance Technician
New Hanover County Schools

Job Description

Class: Classified
Division: Operations
Dept: Maintenance Operations

TITLE: General Maintenance Technician

QUALIFICATIONS:

1. High School Diploma or GED required, vocational school or equivalent combination of training and experience preferred.
2. Two years of progressive experience in a commercial and/or industrial maintenance setting.
3. Valid North Carolina driver's license required and Commercial driver's license or obtainment of Commercial license within six months of employment preferred.

REPORTS TO: Assistant Director of Maintenance Operations

JOB GOAL: To perform a variety of duties related to various trades including HVAC, Electrical, Plumbing and Carpentry the interior and exterior maintenance and drywall repairs.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules and procedures as required by Maintenance Operations and New Hanover County Schools.
2. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.
3. Perform a variety of skilled and semi-skilled work related to the maintenance and repair of interior and exterior building surfaces involving paint and wall coverings; assists in planning, estimating and scheduling painting work accordingly.
4. Inspect and ensure quality control of completed work according to established procedures.
5. Research equipment and material needs and assist in the preparation of estimates, reports, and requisitions.
6. Estimate materials and equipment needed for projects and assign tasks.
7. Perform duties related to District-wide signage and asphalt striping.

8. Assist with entering/closing work orders and processing requisitions.
9. Meet all schedules and deadlines in a timely fashion.
10. Willing to be on-call in case of emergency.
11. Perform related duties and responsibilities as assigned by the Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 61

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to understand and conduct broad verbal and written instructions.
- Plan, layout and supervise the work of a crew of journey level workers in the painting trade.
- Demonstrate considerable knowledge of the methods and techniques used in trade.
- Ability to read and work from plans, blueprints, and sketches.
- Ability to maintain accurate records.
- Ability to plan and organize work.
- Demonstrate functional knowledge of the applicable building codes and specifications.
- Knowledge of methods of preparing a variety of surfaces for painting and finishing work.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to lift, carry, push, or pull weights up to 75 pounds.