

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Facilities, perform a variety of repair and maintenance duties on designated District facilities, utilities and equipment; perform plumbing, HVAC and electrical repairs and installation as assigned; assist other maintenance personnel in the performance of a variety of duties related to the building trades.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general and routine maintenance, repair and construction duties in the maintenance of designated District facilities, utilities and equipment; assist in assuring a safe environment for students and staff; assist in various trades including carpentry, electrical, plumbing, heating, ventilation and air conditioning (HVAC) and others as assigned.

Perform general HVAC repairs as directed and assist in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems including ice machines, refrigeration units and boilers as directed.

Perform general plumbing repairs as directed; install, repair and maintain fixtures, toilets and sinks; install, replace and repair pipes as assigned by the position; unclog drains.

Perform skilled work on intrusion alarm systems.

Perform general electrical work and repairs; install and repair ballasts; install new electrical systems and equipment; troubleshoot and resolve electrical and (HVAC) malfunctions; oversee the District's Energy Management Systems (EMS) and replace and control devices linked to EMS systems; assist with some locksmithing repairs as assigned.

Assemble, move and arrange various furniture and equipment as directed; assist with relocating equipment for personnel as assigned; load and unload equipment and supplies as assigned.

Assist with larger installation projects as assigned by the position.

Operate and maintain a variety of maintenance equipment including a variety of hand and power tools, gauges, meters, testers, temperature instruments and hand trucks as assigned; operate a forklift as assigned by the position; drive a vehicle to conduct work.

Maintain routine records related to assigned activities.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general maintenance and repair of electrical, HVAC and plumbing systems.

Energy Management Systems (EMS).

Building codes related to assigned trades.

Operation of intrusion alarm systems.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Blueprints for assigned trades.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform a variety of maintenance, repair and construction duties in the maintenance of designated facilities, utilities and equipment including electrical, HVAC and plumbing systems.

Assist in assuring a safe environment for students and staff.

Assist other maintenance personnel in the performance of a variety of duties related to the building trades.

Replace and control devices linked to EMS systems.

Maintain and operate intrusion alarm systems.

Operate a variety of assigned tools and equipment effectively and safely.

Communicate effectively both orally and in writing.

Learn and apply laws, rules, regulations involved in assigned maintenance activities.

Understand and follow oral and written directions.

Read and understand blueprints and written instructions and perform work according to plans, specifications and instructions.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years performing a variety of maintenance work in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.
Valid Forklift Operator's certification.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Standing and walking for extended periods of time.
Seeing to perform repairs.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Chemical fumes.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017