



SERVICE WORKER

MAINTENANCE TECH I

JOB DESCRIPTION

JOB TITLE: Service Worker - Maintenance Tech I
REPORTS TO: Director Facilities
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-14
DAYS: 260
JOB ID & DATE: CLS-30, October 2023

JOB PURPOSE SUMMARY

The General Maintenance Worker, in the role of an apprentice, will serve as a hands-on maintenance worker in multiple maintenance disciplines, including electrical work, plumbing, HVAC systems, carpentry, and general maintenance. This role is essential in supporting the upkeep and functionality of school district facilities and systems.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Valid Colorado Driver's license

Work Experience Required

Entry-level position, some experience preferred.

A strong willingness to learn and develop skills in electrical work, plumbing, HVAC, carpentry, and general maintenance.

Other Skills and Abilities Required

Basic mechanical aptitude and an eagerness to learn new trades.

Strong problem-solving and decision-making skills.

Effective communication and teamwork abilities.

Willingness to adhere to safety protocols and regulations in various maintenance areas.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Work under the guidance and supervision of experienced professionals in electrical work, plumbing, HVAC, carpentry, and general maintenance to develop technical skills in these disciplines.
- Assisting Electricians in installation, repair, and maintenance of electrical systems, including lighting, outlets, changing bulbs, ballasts, and fixtures, while ensuring safety and compliance with local codes.

- Support Plumber by assisting in repairs, maintenance, and installations of pipes, fixtures, and plumbing systems. Ability to plunge, snake, jet, small faucet repair, repair/install FRP, and haul equipment.
- Support HVAC technicians and learn the principles of heating, ventilation, and air conditioning. Ability to change filters/belts, by assisting in the maintenance and repair of HVAC systems to provide climate control within school facilities.
- Support Carpenter in completing carpentry tasks, including framing, hanging doors, boarding windows, drywall, tile, masonry, cabinetry, countertops, shelving, casework and general maintenance.
- Ability to learn grinding and prepping metal in order to fabricate and weld. Assist in pulling wire, hanging doors, installing and maintaining mullions. Participate in general maintenance and repair activities such as painting, and routine facility upkeep.
- Assist with preventive maintenance tasks to ensure the continued functionality and safety of school district facilities and systems.
- Maintain a clean and organized work environment, including the proper storage and maintenance of tools and equipment.
- Collaborate with experienced maintenance professionals to develop a deep understanding of each trade and to ensure that all work is completed to high standards.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

n/a

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee may be required to stand, sit, use a computer, and perform tasks that involve typing and handling materials. The employee must lift and/or move heavy objects, climb ladders, operate lifts, erect/use scaffolding. The employee must be able to meet the physical demands of each specific maintenance discipline.

Work Environment: While performing the duties of this job, the General Maintenance Worker will work in a variety of environments, including electrical rooms, plumbing chase and crawlspaces, HVAC RTUs and boiler rooms, construction sites, and general maintenance settings. The employee may be required to work in different locations within school district facilities and driving a fleet vehicle.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. The apprentice should focus on learning and applying new skills within each maintenance discipline and adhere to safety regulations accordingly.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____