



SERVICE WORKER

MAINTENANCE TECH II

JOB DESCRIPTION

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

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-17
DAYS: 260
JOB ID & DATE: CLS-31, October 2023

JOB PURPOSE SUMMARY

The General Maintenance Worker, as an experienced professional, holds a vital role in the upkeep and functionality of school district facilities. This position encompasses expertise in multiple maintenance disciplines, including electrical work, plumbing, HVAC systems, carpentry, and general maintenance, contributing to the smooth operation of school district facilities.

REQUIREMENTS

Education Level Details

High School Diploma or GED

Completion of vocational or technical training in related fields. Work experience can be substituted for technical education.

License / Certification Required

Valid Colorado Driver's license

Valid Colorado Certifications in specialized field(s): Carpentry, Electrician, Plumbing, HVAC-R, Welder/Fabricator, Locksmith, and Painting

Work Experience Required

Prior experience in the maintenance field required.

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

Other Skills and Abilities Required

Advanced knowledge of the principles, methods, and techniques within the relevant maintenance discipline.

Strong problem-solving and decision-making skills.

Effective communication and leadership abilities.

Strict adherence to safety protocols and regulations in various maintenance areas

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Independently conduct installation, repair, and maintenance tasks within the chosen maintenance discipline, ensuring the safety and compliance of systems and facilities.

- Oversee and execute plumbing activities, including repairs, maintenance, and installations of pipes, fixtures, and plumbing systems, as applicable.
- Manage and maintain HVAC systems, providing climate control within school facilities while adhering to industry standards.
- Demonstrate expertise in carpentry tasks, including framing hanging doors, boarding windows, drywall, tile, masonry, cabinetry, countertops, shelving, casework and general maintenance.
- Contribute to general maintenance and repair activities, including painting, drywall repairs, welding, fabricating and routine facility upkeep.
- Develop and implement preventive maintenance plans to ensure the continued functionality and safety of school district facilities and systems.
- Mentor and provide guidance to Tech I staff, sharing knowledge and best practices. Collaborate with and ensure contracted work meets district and safety standards.
- Maintain a clean and organized work environment, ensuring the proper storage and maintenance of tools and equipment.
- Collaborate with the maintenance team and school district personnel to address complex maintenance issues, ensuring high standards of workmanship.

HVAC SPECIFIC

- Responsible for installing air conditioning and refrigeration systems. This includes setting up the necessary components, such as compressors, condensers, evaporators, and ductwork, and ensuring the systems operate efficiently.
- Regular maintenance of HVAC systems is crucial to ensure they continue to function optimally. HVAC specialists perform routine inspections, clean components, lubricate moving parts, and replace or repair worn-out or malfunctioning parts to prevent breakdowns and maintain energy efficiency.
- Diagnose the issues and make necessary repairs. This includes troubleshooting electrical and mechanical problems, replacing faulty components, and ensuring that the systems are restored to proper working condition.
- Handle refrigerants, which are crucial for air conditioning and refrigeration systems. Must comply with state and federal regulations for the safe handling, storage, and disposal of refrigerants to protect the environment and public health.
- Inspecting, and repairing ductwork.
- Knowledge of equipment used in the district kitchens, i.e. hoods, ice machines, dish machines, gas and electric steamers, ranges, convection ovens, hot cabinets commercial walk-in and

reach-in freezers and coolers etc. Advanced knowledge of HVAC/R systems and component level diagnostic skills.

- Must adhere to state and federal regulations and codes related to HVAC systems, refrigerants, and environmental standards. They may need to obtain permits, maintain records, and ensure that installations and repairs meet safety and quality standards.
- Respond to emergency calls for HVAC system malfunctions, especially during extreme weather conditions.

ELECTRICIAN SPECIFIC

- Electricians are responsible for installing electrical systems, wiring, outlets, switches, lighting fixtures, and electrical panels in residential, commercial, and industrial buildings. This includes ensuring that installations comply with local and national electrical codes.
- Diagnose and repair electrical problems, such as faulty wiring, circuit breakers, outlets, and lighting fixtures. Troubleshoot issues and perform necessary repairs to restore functionality and safety.
- Conduct routine maintenance of electrical systems to prevent breakdowns and ensure safety. This includes inspecting electrical components, tightening connections, and replacing worn-out parts.
- May perform upgrades to electrical systems to accommodate increased electrical load or to improve energy efficiency. This includes upgrading electrical panels and wiring.
- Ensure that all electrical work complies with state and local electrical codes, safety regulations, and building standards to maintain safe and code-compliant installations.
- Identify the root causes of problems, troubleshoot issues, and provide effective solutions to restore electrical systems to working order.
- Install and connect electrical circuits for various purposes, including lighting, generators, appliances, HVAC systems, and power outlets.
- Conduct electrical inspections, especially for new construction or remodeling projects, to ensure that electrical systems are installed correctly and meet safety and code requirements.
- Emergency Repairs: Electricians are often called upon to respond to emergency electrical repairs, particularly during power outages or critical electrical system failures.
- Obtain permits as required for electrical work and ensure that all work is documented, inspected, and in compliance with state and local regulations.

PLUMBER SPECIFIC

- Responsible for installing and connecting pipes, fixtures, and plumbing systems, this includes water supply lines, drainage systems, sewage lines, and gas lines.
- Diagnose and repair plumbing problems, including leaks, clogs, damaged pipes, and faulty fixtures.
- Conduct inspections, clean drains and pipes, and address potential issues before they become major problems.
- Perform drain cleaning services to remove clogs and blockages in sinks, toilets, and drains.
- Maintain and ensure the proper performance of specialty systems including but not limited to pool, lift stations, etc.
- Replace sections or entire pipes. This includes working on water, sewage, and gas lines when pipes become corroded, damaged, or worn out.
- Install and connect plumbing fixtures such as faucets, toilets, sinks, showers, and water heaters.
- Install and maintain backflow prevention devices to ensure that contaminated water does not flow back into the public water supply, protecting public health.
- Install and repair gas lines for appliances, heating systems, and other applications, ensuring safety and compliance with gas codes.
- Ensure that all plumbing work complies with state and local plumbing codes and safety regulations to maintain safe and code-compliant installations.
- Perform plumbing inspections, particularly for new construction or remodeling projects, to ensure that plumbing systems are installed correctly and meet safety and code requirements.
- Respond to emergency plumbing repairs, such as burst pipes or sewage backups, to prevent property damage and address critical plumbing issues.
- Obtain permits as required for plumbing work and ensure that all work is documented, inspected, and in compliance with state and local regulations.

CARPENTER SPECIFIC

- Use precise measurements and layout techniques to plan and mark the locations where materials will be installed, ensuring accurate and level construction.
- Cut and shape materials such as lumber, plywood, and other building materials using various hand and power tools to create components for structures and fixtures.
- Assemble and join pieces together to create structures, including framing, walls, floors, roofs, and more. This includes using fasteners like nails, screws, and adhesives.

- Install components such as doors, windows, cabinets, countertops, stairs, handrails, and trim work. Ensure that installations are level, plumb, and properly aligned.
- Structural framing, which includes building the skeleton of a structure. This may include wall framing, roof framing, and floor framing.
- Creating the finishing touches of a construction project, including molding, trim, wainscoting, cabinetry, and custom woodwork. Ensure these details are aesthetically pleasing and functional.
- Install and shape trim around doors, windows, and baseboards to provide a finished and polished appearance to a space.
- Design, build, and install cabinetry for classrooms, bathrooms, and other areas, ensuring precise measurements and alignment.
- Repair damaged structures, fixtures, or components. This includes replacing or repairing damaged wood, fixing structural issues, and restoring historical or antique woodwork.
- Adhere to safety protocols and regulations, including using personal protective equipment and maintaining a safe work environment.
- Maintain and care for tools and equipment, ensuring they are in good working condition.
- Obtain permits as required for carpentry work and ensure that all work is documented, inspected, and in compliance with state and local regulations.

LOCKSMITH SPECIFIC

- Install, maintain and repair locks, including cutting and fitting keys to locks, designing master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks.
- Install and repair door hardware
- Use the computer to perform audits and estimates and to manipulate key code programs and master key software.
- Install, repair and troubleshoot automatic openers. Provide inspections and security consultations. Revise and update technical specifications on the computer.
- Perform visual inspections annually of fire-related overhead doors after district fire tests. Coordinate service of doors not inspected. Perform follow-up as needed and approve payment.
- Respond to work orders pertaining to overhead doors, gates and exterior security gates. Perform needed tasks to make opening safe and usable. Coordinate service with district

approved vendors as needed. Follow-up with inspection of repairs and approve payment to vendor

- Test, troubleshoot, repair and maintain electronic systems that are part of District buildings, including, but not limited to: fire alarm, network video surveillance, temperature control, access control, lockdown integration, intercom, intrusion detection, secured video entry, clock, scoreboard and rescue assistance.
- Obtain permits as required for access control work and ensure that all work is documented, inspected, and in compliance with state and local regulations.

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, Maintenance Technician II, 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 experienced worker should focus on applying advanced skills within their maintenance discipline, ensuring high-quality workmanship and safety adherence.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____