

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Maintenance Technician
Date Prepared or Last Modified: December 2022
Work Year: 12 Months
Department: Facilities
Reports To: Director of Facilities

SUMMARY Perform routine maintenance, preventive maintenance, and higher level technical repairs on physical plants throughout the district. Perform all duties of the Maintenance Technician position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Repair and/or replace doors and hardware at schools. Hardware includes but is not limited to door openers, door closers, magnetic hold opens, push bars, and ADA compliant hardware. Perform minor Locksmith duties
- D 8% Manage/Prioritize work load using work order system. Ensure all work order Action boxes have been populated with notes, dates, initials and complete work on a timely basis.
- D 15% Perform finish carpentry work including laminate repairs and installation on cabinets and countertops, and maintenance and repairs on partitions, doors and drywall.
- D 12% Repair, replace and/or install windows, screens, vinyl moldings, glazing, caulking, window coverings and associated hardware.
- D 12% Repair and/or replace floor tiles, carpet, VCT, sheet goods, and wall base as needed.
- D 5% Move or relocate furniture, fixtures, and equipment.
- D 2% Repair and replace plumbing fixtures including flush valves, sinks, and faucets. Perform welding, soldering, and brazing.
- D 2% Perform minor electrical repairs, 120V or less.
- D 10% Assist other trades and departments, collaborate with peers and supervisors. Assist with incoming and outgoing deliveries, meet and walk with elevator inspectors, fire department personnel and occasional support schools during lunch coverage when short.
- M 5% Inspect buildings to identify building maintenance needs and safety issues.
- M 5% Respond to emergency situations when necessary due to on-call rotation.
- A 10% Assist with special projects by creating scopes of work, obtaining cost estimates, and coordinating with outside contractors as needed.
- A 2% Read and interpret sketches, diagrams, and construction drawings.
- A 1% Perform snow removal as needed.
- Ongoing 1% Perform other duties as assigned, . Respond to emergency situations when necessary due to on-call rotation

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Three years of experience in carpentry and facilities maintenance.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math, communication, interpersonal, and organizational skills. Knowledge of building maintenance with demonstrated upper level proficiency in at least one trade area. Problem solving abilities. Operating knowledge of electrical power tools, hand tools, scaffolding, and lifts. Operating knowledge of key cutting machine preferred. Operating knowledge of and experience with personal computers and typical office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts a resource for district personnel, students, and visitors by ensuring a safe environment for learning.

JUDGMENT AND DECISION MAKING Work is assigned by Supervisor and via work orders. This position requires application of technical knowledge and prioritization skills to efficiently repair and maintain district facilities and handle emergency situations timely and effectively. Work is guided by technical standards and practices, building codes, and district and department policies and procedures. Decision-making requires collaboration with Supervisor, Principals, and teachers. Supervisor is occasionally involved in decision-making.

DIVERSITY OF DUTIES: Duties require cross training in carpentry, locksmithing, routine HVAC, welding, soldering, brazing, basic electrical and plumbing, reading blueprints and building codes, math skills, and analytical skills. Duties impact individuals across the district on a daily basis.

SAFETY TO SELF AND OTHERS Medium exposure to self to bruises, cuts, loss of limb/sight, and disfigurement due to working with power tools; to fractured bones and fatality due to auto accidents and falling from high, precarious places; to hernia due to lifting heavy equipment; and to repetitive motion injuries due to lifting and using hand tools. Low exposure to heat burns due to heating elements.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat; and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS Frequently required communicating, coordinating, and evaluating. Occasionally required to compare, analyze, copy, instruct, compute, use interpersonal skills, compile, and negotiate.