



**MAINTENANCE TECHNICIAN –  
FACILITIES SYSTEMS  
JOB DESCRIPTION**

## JOB INFORMATION

**TITLE:** Maintenance Technician – Facilities Systems

**EMPLOYEE GROUP:** Classified **ADDITIONAL JOB CODES:** 707

**SHIFT:** As Assigned

**TERM OF EMPLOYMENT:** Full Time, 12 Month Position

**HOLIDAYS:** As Per School Calendar, outlined in Classified Compensation Plan

**LOCATION(S):** All locations, As Assigned

**RATE OF COMPENSATION:** Per the Classified Compensation Plan

**FSLA:** Exempt \_\_\_\_ Non-Exempt \_\_\_\_

Last Edited On: 05/29/2019

Board Approval Date:

## ORGANIZATION

**DEPARTMENT:** Maintenance

**REPORTS TO:** Director of Maintenance Services

## JOB SUMMARY

### SUMMARY

The primary focus for the Maintenance Technician - Facilities Systems position is to provide efficient and safe operation of district-wide HVAC, mechanical, electrical and plumbing systems.

### QUALIFICATIONS

- a. Possess a high school diploma;
- b. Be able to read blueprints, mechanical drawings and manuals; use electrical meters and pressure gauges necessary to diagnose and repair building electrical and mechanical equipment;
- c. Be proficient with basic word processing and spreadsheets;
- d. Possess a valid Pennsylvania State Driver's License and clean driving record; and
- e. Be in good physical condition for heavy lifting and capable of strength moves that are essential part of the job.

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

- a. Maintain HVAC, mechanical, electrical and plumbing systems and related systems; and
- b. Notify proper individuals in the event of emergencies.

### SPECIFIC FACILITIES SYSTEMS RESPONSIBILITIES

Under general supervision, performs a variety of general maintenance duties including repairs and preventative maintenance to support efficient, safe, and healthy district-wide operations. The following description covers the most significant duties performed on a daily basis, but does not exclude other occasional work assignments not mentioned.

- a. Perform HVAC/refrigeration work to include operating and maintaining oil, gas, electric and geothermal heating and air conditioning systems; troubleshoot chillers, to install and maintain circulating pumps, to install and repair heat piping and heating coils; actuators and filter / belt replacement;
- b. Possess basic skills necessary to analyze, diagnose, troubleshoot and repair HVAC, mechanical, electrical and plumbing systems;
- c. Perform electrical repair work to include the installation of new electrical wiring or making repairs to old wiring; replacing ballasts, replacing bulbs in high areas, installing new lighting fixtures, receptacles, and switches;
- d. Respond to automated work orders, subsequently document labor, and material costs associated with each job;
- e. Perform light carpentry and metal work and repairs throughout the District;
- f. Manage and maintain pool systems including pumps, piping, and chlorinator;
- g. Assist in general building operations, preventative maintenance and repairs as needed; and
- h. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs.

### MISCELLANEOUS RESPONSIBILITIES

- a. Perform all other duties as directed by Director of Maintenance Services and/or District Administration;
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position; and
- c. Report for work beyond regular working hours to make repairs of an emergency nature, removal of snow and other weekend activities, or building checks as assigned.

### PHYSICAL DEMANDS

- a. Occasional lifting up to 75 pounds;
- b. Regular bending, stooping, twisting, reaching, grasping, walking, sitting, climbing, riding, and driving;
- c. Frequent travel to school district buildings daily; and
- d. Work may include outdoor all-season weather conditions.

### SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use a telephone and communicate with co-workers, students, parents, and guests; and
- c. Ability to speak clearly and distinctly.

**TEMPERAMENT**

- a. Maintain confidentiality as required by state and federal regulations;
- b. Must be able to interact well with various publics and individuals;
- c. Must be able to work as a member of a team; and
- d. Must be cooperative, congenial, and service-oriented.

**COGNITIVE ABILITY**

- a. Must be able to handle and prioritize multiple tasks;
- b. Must be able to think and to work independently;
- c. Must be able to make decisions regarding detail work; and
- d. Must be able to follow-through to completion assigned tasks with minimal supervision.

**WORK ENVIRONMENT**

- a. All school properties, indoors and outdoors.

**ATTENDANCE**

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

**LICENSE**

- a. Valid Driver's License

**COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change job descriptions as jobs are analyzed and modified. Custodial personnel are subject at all times to transfer or temporary assignment within the district.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodation requests.
- c. All employees are expected to be honest and trustworthy in dealing with the district and fellow employees and in the safeguarding of public property and equipment.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*