MAINTENANCE TECHNICIAN – Plumbing & Security Systems
JOB DESCRIPTION

JOB INFORMATION

TITLE: Maintenance Technician – Plumbing & Security Systems
EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 709
SHIFT: As Assisgned
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: 07/09/2019 Board Approval Date:

ORGANIZATION

DEPARTMENT: Maintenance **REPORTS TO:** Director of Maintenance Services

JOB SUMMARY

SUMMARY
The primary focus of the Maintenance Technician – Plumbing & Security Systems support. Provide efficient and safe operation of the district buildings Plumbing & Security system.

QUALIFICATIONS

a. Possess a high school diploma;
b. Possess the skills and capability of completing assigned work from oral and/or written instructions;
c. Possess training and/or knowledge of computers systems used to complete work orders;
a. Possess training and/or knowledge of working from blue prints, drawings, and manuals; use electrical meters, and plumbing tools to repair building Plumbing & Security equipment;
b. Preferably have at least one year experience in institutional maintenance or a related field of work;
c. Preferably have supplemental training in technical skill areas;
d. Be proficient with basic word processing and spreadsheets and use of district email to communicate within the school district;
e. Possess a valid Pennsylvania State Driver's License and clean driving record; and
f. Be in good physical condition and capable of heavy lifting and capable of strength moves that are essential part of the job.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Maintain Plumbing and Security Systems including related equipment and systems; and
b. Notify proper individuals in the event of emergencies.

SPECIFIC MAINTENANCE RESPONSBILITIES

With minimal supervision, perform a variety of duties related to operation, repair and preventive maintenance of plumbing and security systems to support efficient, safe, and healthy District-wide operations.

a. Possess basic skills necessary to analyze, diagnose, troubleshoot and repair plumbing, electrical and security systems;
b. Maintain, repair and monitor District plumbing systems to include the installation of new faucets, sinks, flush valves, and valves;
c. Maintain, repair and monitor District security, life safety and video systems; program and schedule in automated building management system (currently Honeywell EBI);
d. Maintain, repair and monitor pool systems including pumps, piping, chlorinator, and chemical controllers;
e. Perform light carpentry, metal work, and electrical repairs throughout the District as needed;
f. Maintain the key control system for the District to ensure a positive accountability of all keys in the district;
g. Respond to automated work orders, subsequently document labor, and material costs associated with each job; and
h. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs.

MISCELLANEOUS RESPONSBILITIES

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. Expected to report to work beyond regular working hours to make repairs of an emergency nature, snow removal 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. Must appropriately handle confidential information 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.