



JOB INFORMATION

TITLE: Maintenance Technician - General
EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 710
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: 05/09/2019

Board Approval Date: 05/20/2019

ORGANIZATION

DEPARTMENT: Maintenance

REPORTS TO: Director of Maintenance Services

JOB SUMMARY

SUMMARY

The primary focus of the Maintenance Technician - General is to perform a variety of general maintenance functions and duties throughout in support the Big Spring School District daily operations as needed.

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
- d. Possess training and/or knowledge of working from blue prints and drawings
- e. Preferably have at least one year experience in institutional maintenance or a related field of work
- f. Preferably have supplemental training in technical skill areas
- g. Be proficient with basic word processing and spreadsheets and use of district email to communicate within the school district
- h. Possess a valid Pennsylvania State Driver's License and clean driving record
- i. 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 equipment, buildings, structures and grounds
- b. Notify proper individuals in the event of emergencies

SPECIFIC MAINTENANCE 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. Maintain machinery, equipment, and buildings throughout the District
- b. Assist as needed to maintain grounds and athletic fields at all District properties
- c. Perform mechanical repair as assigned. May include plumbing, electrical or carpentry duties inside and outside all District locations
- d. Perform preventative maintenance to District buildings, equipment, and automotive as assigned
- e. Maintain necessary work order documentation and schedule of Preventative Maintenance duties
- f. Assist in trouble shooting duties as needed
- g. Summer duties may include furniture relocation, assembly and custodial support when assigned
- h. Act as backup courier to cover the duties of the Logistics Specialist
- i. 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. 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
- 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
- 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
- d. Must be cooperative, congenial, and service-oriented

MAINTENANCE TECHNICIAN - GENERAL

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
- 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.