Job Description
MOORE PUBLIC SCHOOLS

Job Title: Custodial Equipment Maintenance and Repair Technician (Mechanical & Electric)

Qualifications:

Credentials: Valid Oklahoma Driver's License and acceptable driving record

Education: High school, GED or equivalent experience in Custodial Equipment Repair.

Training or Experience Required: Between 1-2 years of directly related experience repairing custodial cleaning equipment.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic electrical schematics, charts, diagrams, maps or instructional material.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training.

Site: Various

Reports To: Director of Custodial

Job Goal (Purpose of Position): Performs skilled level duties under general supervision to help maintain the physical school plant by keeping custodial cleaning equipment operating properly to manufacture specification and performing daily inspections and maintenance. Assists with picking up parts at various sites for the district's use.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular public contact with outside personnel requiring skills in interpersonal relations.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.

It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position.

An incumbent in this position may have to adjust work schedule to meet the repair needs.

Essential Job Functions:

1. Repairs, replaces, and maintains custodial cleaning equipment to factory designed specification.

2. Maintain accurate inventory and repair records for district custodial equipment.

3. Performs monthly maintenance checks for every site's equipment.

4. Works closely with Custodial Management Team on equipment condition and status.

4. Maintains adequate inventory to expedite repair for common ware parts.

5. May assist custodial staff in general custodial duties.

6. Cleans work area and maintains custodial repair area and tools, including assigned vehicle.

7. Informs supervisor of known failures or likely failures of custodial equipment.

8. Picks up and deliver parts and equipment from various sites for district use.

9. Performs other duties as assigned. Supervision exercised: An incumbent does not supervise.

10. Training to custodial staff of proper operation and oversite of custodial equipment.

11. Performs other duties as assigned.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee may sit up to 4 hours per day; stand/walk 4-8 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching, crawling/kneeling, reaching above shoulder, and pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 75 pounds. Job requires employee to use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation. Employee must possess manual dexterity/visual ability to operate hand and power

tools, and ladders. Employee must possess hearing/speaking ability to provide instructions and communicate.

Employee's job requires working on unprotected heights (roofs); use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, solvents, fumes, gases.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category E
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 12/09/2024