Adams12 Five Star Schools

Job Description
Prepared/Revised Date: **July 2026**

Job Title:	**Equipment Services Technician**	Job Code:	**060223**
Job Family:	**Transportation**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**Yes**
Typical Work Year:	**12 months**	Pay Range:	**G15**

SUMMARY: Perform preventative and corrective maintenance and inspections of all off road, gas, diesel or electric powered facilities maintenance equipment. Load and transport equipment and fuel to and from the schools and other facilities. Demonstrate proper and safe use of equipment to users. Repair and maintain all custodial, parks and grounds equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform preventative and corrective maintenance and inspections of all off road, gas, diesel, or electric powered facility maintenance equipment including, but not limited to, custodial, parks and grounds equipment. Complete all assigned repair tasks in a timely manner to reduce downtime. Inspect and safely operate large trucks and trailers for transporting heavy equipment between facilities. Plan pick-up and delivery routes for efficient time management and workflow.	D	50%
2. Responsible for diagnosing required parts necessary for repairs, parts identification, verifying parts availability, and collaborating with parts personnel for ordering. Proper use of manuals and schematics using both electronic and printed formats. Use district information technology systems to process work orders, email, order parts, initiate and follow up customer communications. Identify and correct unsafe conditions and practices on an as needed basis. Inspect, test, and verify all guards, switches, and other safety related equipment to assure safe operations. Identify, document, and notify supervisors of damage, abuse, and negligent use of equipment. Properly use and maintain shop area, tools and equipment.	D	30%
3. Responsible for maintaining work records and reports. Demonstrate proper use and operation of equipment to staff and customers.	D	10%
4. Fabricate or repair with all types of metal working and welding equipment, including minor body repairs. Transport fuel to and from schools and other facilities in a safe manner; maintain fuel record keeping.	W	5%
5. Perform other job-related duties as assigned to include monitoring and responding to inclement weather and after-hour emergencies.	ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Additional education in an automotive technician program and/or small engine/equipment repair program preferred.
- One (1) year of experience in off road, gas, diesel or electric-powered facilities, maintenance equipment repair and/or small engine repair preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must meet district standards for insurability.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel among district facilities.
- Knowledge of repairing and the ability to operate facilities and maintenance equipment such as tractors, mowers, construction equipment, floor care machines, trucks & trailers, used in the district following all safety guidelines.

- Knowledge of hydraulics, electrical components, including fuel pressure testing equipment.
- Parts and equipment manual/schematic knowledge.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building, and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of hand air tools and specialty tools.
- Operating knowledge of standard diagnostic equipment.
- Operating knowledge of maintenance and custodial equipment function.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Equipment Svc Technician Lead & Fleet Manager	060224 & 050503

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers, to handle and/or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
51 to 100 pounds			X	
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles				X
Toxic or caustic chemicals				X
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration				X

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X