Job Title:	Custodial Equipment Technician	**Wage/Hour Status:**	Non-Exempt
Reports To:	Custodial Supervisor	**Pay Grade:**	CU 5
Dept. /School:	Custodial Department	**Date Revised:**	6/02/2026

Primary Purpose:

To diagnose, repair, and maintain the custodial and mechanical equipment used by the Custodial Operations Department to ensure continuous operation and functionality for daily activities of the department. Occasionally assist in the daily activities of the warehouse to ensure safe and efficient receiving, storage and delivery of district supplies, equipment, and commodities while maintaining accurate inventory controls

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas certified drivers ' license

Auto insurance eligibility

Special Knowledge/Skills:

Basic computer skills for record keeping and inventory management

Ability to operate forklift, pallet jack, delivery van/truck and lift gate safely

Ability to operate hand tools and mechanical equipment

Basic knowledge of electrical systems, motors, and small engine repair

Mechanical aptitude and problem-solving ability

Ability to read and interpret manuals, schematics, and technical document

Experience:

Two to five years of experience in trouble shooting, diagnosing, maintaining, and repairing custodial, mechanical and floor care equipment preferred

Major Responsibilities and Duties:

Equipment Maintenance & Repair :

1. Diagnose mechanical electrical, and operational issues on custod ial equipment such as auto-scrubbers, propane burnishers, vacuums, extractors, buffers, and wet vacs
2. Perform repairs, part replacements, and adjustments to restore equipment to proper working condition
3. Conduct routine preventative maintenance to extend equipment life and reduce breakdowns
4. Maintain accurate service records, repair logs, and parts usage documentation

Technical Support & Training :

5. Provide guidance to custodial staff on proper equipment use, care, and basic troubleshooting
6. Assist in evaluating equipment condition and recommending repair, replacement, or upgrades
7. Support the rollout of new equipment, including setup, testing, and staff orientation

Inventory & Parts Management :

8. Maintain inventory of tools, replacement parts, and consumables
9. Coordinate with Director for parts, warranty claims, and specialized repairs
10. Track equipment status and help maintain an updated equipment inventory database

Safety & Compliance :

11. Ensure all repairs and maintenance follow manufacture specifications and district safety standards
12. Identify and report safety hazards related to equipment operation
13. Maintain a clean, organized, and safe work environment

Other:

14. Other duties as assigned within area of responsibility

Supervisory Responsibilities:

None

Equipment Used:

Ladder, dolly, liftgate, cherry picker, pallet jack, box knife, delivery van/truck and bobtails up to 26,000 lbs., and small hand tools. Burnisher, floor scrubber, auto-scrubber, wet-vac., vacuum, carpet dryer, carpet extractor, and trash compactor

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, and/or climbing ladders; heavy lifting and carrying up to 76 lbs., stooping, bending, kneeling, pushing, pulling, and reaching. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and racking; exposure to slippery and uneven surfaces. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be require