# JOB DESCRIPTION

**Position:** Maintenance Technician
**Status:** 12-month Classified
**Reports to:** Maintenance Director
**Salary:** Column E, Classified Salary Schedule

**Summary:** The Maintenance Technician assists the Facilities and Maintenance Director in maintaining school buildings and grounds to ensure full and productive use of district facilities. To accomplish these tasks the Maintenance Technician must work closely with district staff and administration.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Experience in building and grounds operations
- Familiarity with computers and software relating to maintenance and inventory
- Ability to read chemical labels
- Ability to read safety data sheets (SDS)
- Ability to initiate and complete work orders
- Alaska driver's license or ability to obtain one
- Ability to regularly move and lift 50 pounds

**Performance Responsibilities:**

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

**Essential Duties and Responsibilities:** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in maintaining school buildings and grounds in top condition
- Assist in promoting the safety, health and comfort of students and employees in school buildings and grounds

- Responsible for Covering the Maintenance Director responsibilities during his/her absence
- Maintain a high standard of safety, cleanliness and efficiency in all maintenance and repair projects
- Perform preventative maintenance, repair, and installation in connection with:
  - Electrical, plumbing, and HVAC systems
  - Exterior and interior of buildings
  - School grounds
- Move equipment and materials within and between school buildings
- Track and monitor maintenance work orders
- Ensure that all activities conform to district guidelines
- Ensure adherence to safe work practices and procedures
- Communicate effectively with all members of the school district and community
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment and machinery as necessary
- Support the value of an education
- Support the mission, vision, and values of Wrangell Public Schools
- Work evenings and weekends as needed
- Work overtime when emergencies arise to prevent disruption of the schools
- Act as substitute custodian when necessary
- Keep abreast of new information, innovative ideas and techniques
- Observe district policies at all times
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Report any unsafe conditions; promptly submits accurate accident reports.
- Other duties as assigned

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires prolonged sitting or standing
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning and reaching
- Requires climbing and balancing
- Must work indoors and outdoors year-round
- Must work in noisy and crowded environments
- Must work in and around dust, fumes and odors
- Must be able to drive a mechanical vehicle
- Must be able to work in high places

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses a personal vehicle. The noise level in the work environment is usually moderate.

This job class is a 12-month position where the employee's assigned work year is all year round without a seasonal break in service. This position is not represented by a bargaining unit.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

I have read and understand the above job description.

_____ _____

Signature of Employee Date

_____

Employee's Printed Name

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex, or disability.**