MAINTENANCE TECHNICIAN – Electrical & Security Systems
JOB DESCRIPTION

JOB INFORMATION

TITLE: Maintenance Technician – Electrical & Security Systems
EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 709
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: 02/10/2025 Board Approval Date:

ORGANIZATION

DEPARTMENT: Maintenance **REPORTS TO:** Director of Maintenance Services

JOB SUMMARY

SUMMARY

The primary focus of the Maintenance Technician – Electrical & Security Systems support. Provide efficient and safe operation of the District building's Electrical & Security systems.

QUALIFICATIONS

a. Possess a high school diploma;
b. Possess skills and knowledge necessary to analyze, troubleshoot, and repair, diagnose and maintain the District's electrical and security systems;
c. Possess skills and knowledge to use electrical meters and tools to maintain the District's electrical and security systems and equipment;
d. Possess basic skills and knowledge to read blueprints, manuals and drawings;
e. Be proficient and possess training and/or knowledge of computer systems used to complete work orders, basic word processing, spreadsheets and able to communicate using district email;
f. Possess the skills and capability of completing assigned work from oral and/or written instructions;
g. Preferably have at least one year experience in institutional maintenance or a related field of work;
h. Preferably have supplemental training in technical skill areas;
i. Possess a valid Pennsylvania State Driver's License and clean driving record; and
j. 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 Electrical and Security Systems including related equipment and systems; and
b. Notify proper individuals in the event of emergencies.

SPECIFIC MAINTENANCE RESPONSBILITIES

With minimal supervision perform a variety of 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. Possess basic skills necessary to analyze, diagnose, troubleshoot and repair electrical and security systems;
b. Perform electrical repair work to include the installation of new electrical wiring or making repairs to old wiring; replacing ballasts, replacing bulbs in high areas, installing new lighting fixtures, receptacles, and switches;
c. Maintain, repair and monitor the District's security and life safety systems; program and schedule in automated building management system;
d. Maintain the key control system for the District to ensure a positive accountability of all keys in the district;
e. Perform light carpentry and metal work and repairs throughout the District;
f. Summer duties may include furniture relocation, assembly and custodial support when assigned;
g. Respond to automated work orders, subsequently document labor, and material costs associated with each job;
h. Assist in general building operations as needed; and
i. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs.

MISCELLANEOUS RESPONSBILITIES

a. Perform all other duties as directed by Director of Maintenance Services and/or District Administration;
b. Engage in professional learning as necessary to effectively perform all responsibilities of the position;
c. Work collaboratively with other members of the Maintenance and Custodial Department to meet the needs of the District to maintain and support a healthy, safe and efficient environment for all students, staff and community; and
d. 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; and
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; and
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information 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; and
d. Must be cooperative, congenial, and service-oriented.

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; and
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 is 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.