

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Maintenance Technician

QUALIFICATIONS

1. High school diploma.
2. Demonstrates aptitude and competence for assigned responsibilities.
3. Demonstrates expertise with electrical, plumbing, and carpentry repairs.
4. Maintains a boiler license.
5. Ability to work without constant supervision, taking initiative to complete tasks.
6. Ability to read operating instructions and write reports.
7. Ability to lift 50 pounds.
8. Ability to work from heights on ladders and scaffolds.

REPORTS TO Maintenance Director

JOB GOAL To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES

1. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structure elements in the facilities owned or operated by the district.
2. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned or operated by the district.
3. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the district.
4. Examines district-owned facilities on a regular basis for purposes of preventative maintenance.
5. Maintains, on a regular schedule, the servicing of all motors, filters, and other mechanical equipment requiring scheduled servicing.
6. Estimates costs of repair projects in terms of labor, material, and overhead.
7. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.
8. Reports immediately to the principal and maintenance director any damage to school property.
9. Complies with AHERA asbestos program as trained by the school.
10. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
11. Substitutes for day or night custodians when needed.
12. Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.

13. Keeps buildings and premises neat and clean at all times.
14. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 12, 2000

Revised July 11, 2005