

## POSITION DESCRIPTION

<b>TITLE:</b>	Maintenance I - Secondary Schools	<b>SUPERVISOR:</b>	Building Services Manager
<b>DEPARTMENT:</b>	Buildings and Grounds	<b>CLASSIFICATION:</b>	Buildings and Grounds Bargaining Unit

### I. **Accountability Objectives:**

The Maintenance I employee is responsible for maintaining systems consisting of electrical, HVAC, and plumbing in assigned building. The Maintenance I employee performs general maintenance on building structure, roofs, doors, lockers, furnishings, and other building equipment. The Maintenance I employee performs routine maintenance/inspections on all building system equipment and maintains records of routine maintenance service. The Maintenance I employee demonstrates professional behavior, promoting positive relationships with students, staff, publics and peers.

### II. **Position Characteristics:**

Salary: On Schedule  
Length of Contract: 12 Months  
Work Day: 8 hour day; first or second Shift, as assigned

### III. **Position Relationships:**

Reports to: Building Services Manager  
Coordinates with: Building principal, Maintenance I and II employees, staff

### IV. **Position Qualifications:**

#### A. Required Qualifications:

1. High school diploma or equivalent.
2. Computer skills (one of three listed below):
  - a. Successful completion of District Basic Computer Skills Course.
  - b. Demonstrated comparable computer skills.
3. Experience or formal training in basic electrical, HVAC, and plumbing.
  - a. Hands on test required.
4. Experience or training in boiler operations including summer maintenance.

#### B. Desired Qualifications:

1. Technical degree in electromechanical, HVAC or related field.
2. Formal apprenticeship training.
3. Ability to read and interpret facility blueprints.

#### C. Special Requirements:

1. Must successfully complete approved Pool Operator Certification Course.
2. Must maintain appropriate level of technical expertise through approved course work at technical college, trade school or continuing education.
3. Must be able to work independently with out direct supervision.

#### D. Environmental/Physical Requirements:

1. Requires standing and walking on hard surfaces.
2. Requires work in the presence of mechanical and equipment noise.
3. Requires routine lifting of up to 75 pounds.
4. Requires adapting to rapid changes in temperature.
5. Requires work on step and leaning ladders up to 30 feet high.

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### V. Position Responsibilities:

- A. Performs preventative and restorative maintenance on all facility electrical, and HVAC equipment.
- B. Performs operational and annual maintenance on facility boilers.
- C. Performs repair and replace maintenance of plumbing systems.
- D. Performs repairs on building furniture, bleachers, lockers, and all building equipment.
- E. Performs carpentry/cabinetry operations.
- F. Paints, varnishes, and finishes facility and cabinetry surfaces.
- G. Maintains facility maintenance records.
- H. Submits work orders, requisitions, supply orders.
- I. Perform routine inspections of facilities and equipment.
- J. Monitors/programs building automation systems.
- K. Assists in the operation of building security.
- L. Designated person for building checks and emergency response.
- M. Performs other district related work as assigned.

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