



NEW:
04/26/2016

JOB TITLE:	GENERAL MAINTENANCE TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8409
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responsible for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary
- Performs minor carpentry repairs to floor and ceiling tile, doors and door hardware, window sashes and sills, etc. Installs instructional boards, bulletin boards and white boards in classrooms and offices
- Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding, and spot painting
- Performs minor plumbing repairs such as leaking fittings, couplings and fixtures, faucets, washers, seats, stems and clears obstructed plumbing lines and fixtures
- Replace lamps and ballasts, repair and/or replace light switches, receptacles and other minor electrical devices under 200 volts (except 277 volt lighting)
- Troubleshoot, repair, and replace minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
- Visually inspect equipment operation and HVAC filters. Repair, replace or create work orders as required by procedures
- Participate in training as required
- Responsible for own safety and safety of others while performing tasks
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving, automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Four (4) years experience in skilled trades
- Experience reading and following blueprints, drawings, schematics, and diagrams
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS
Completed apprenticeship program
Skilled trades certifications