



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN GENERAL MAINTENANCE
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

Assumes responsibility 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

Replaces lamps and ballasts, repair and/or replace light switches, receptacles and other minor electrical devices under 200 volts (except 277 volt lighting)

Troubleshoots, repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.

Inspects visually equipment operation and HVAC filters; repairs, replaces or creates work orders as required by procedures

Participates in training as required

Assumes responsibility for own safety and safety of others while performing tasks

Completes all trainings and other compliance requirements as assigned by the designated deadline

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 of 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
Experience in a diverse workplace