

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Maintenance Technician
Job Family: Custodial Services
Department: Custodial
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY Assist district maintenance and custodial staff with maintaining electrical, HVAC, grounds, and the physical appearance and operational efficiency of all buildings and related components. Maintain a safe, comfortable, and secure learning environment for students, staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department needs.*

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|---------|-----|--|
| D | 20% | Perform required maintenance repairs as assigned by supervisor, including painting, moving furniture, hanging items on walls, repairing/maintaining sprinklers, and general maintenance repairs. |
| D | 20% | Perform grounds work, including mowing, weed eating, trimming, policing grounds for trash. |
| D | 4% | Assist with electrical repairs and maintenance. |
| D | 4% | Assist with heating, ventilation, and air conditioning repairs and maintenance. Replace filters. |
| D | 5% | Assist with clearing pipes, welding projects, and other plumbing projects. |
| D | 4% | Assist with the repair and maintenance of wood work and furniture throughout the District. |
| D | 3% | Complete daily reports. |
| W | 10% | Deliver requested maintenance fuel and supplies to school sites. Pick up items for disposal. |
| M | 5% | Perform arborist duties to include tree and stump removal and branch trimming. |
| D | 10% | Perform substitute custodial duties as needed. |
| M | 5% | Carry facilities on call phone and respond to after-hours emergencies during "on call" status. |
| S | 5% | Perform snow removal duties during the day and in response to emergency call-in situations. |
| Ongoing | 5% | Perform other duties as assigned. |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be able to work independently. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent. Asbestos awareness training required within six months after hire.

EXPERIENCE 5 years' experience in work of a mechanical nature, including experience with power and hand tools.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license required. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform math computations needed in trade.

- Oral and written communication skills. Basic math skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment.
- Ability to prioritize tasks and adapt to changes without notice.
- Skill and ability to use basic wood shop equipment including hand and stationary tools.
- Mechanical aptitude and understanding of systems processes.
- Critical thinking and problem solving skills.
- Ability to communicate, interact, and work effectively in a team environment.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge and experience with wood shop equipment and power tools.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.
- Operating knowledge of and experience with snow removal equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Custodial Services

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Work within prescribed budget. Maintain supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		

Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		
Possible exposure to bodily fluids		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date