



## Columbia County School District Job Description

<b>Position Title:</b> Maintenance Technician II		
<b>Department:</b> Facilities, Maintenance & Operations	<b>Evaluation Instrument:</b> Performance of this position will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade K	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Facility Officer		

### MINIMUM QUALIFICATIONS

**Education:** Technical school diploma in related field, or High School diploma or equivalent.

**Essential Knowledge/Skills:** Knowledge of building maintenance practices as applied to building maintenance and grounds upkeep; Must have basic computer and typing skills; Able to make repairs and do preventive maintenance on all of the components that make up a school or facility; Must be able to read and interpret building blueprints; Must be able to follow oral and written directions with minimal to no supervision or work as part of a team; Requires regularly lifting, carrying or transferring of 40lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control; Must be capable of working off ladders of different type, lifts, and must not be afraid to work at different heights; may be subject to noise, vibration and temperature changes.

**Experience:** Three (3) years of maintenance experience, preferably in a school system, on any combination of technical training and experience.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** This is a position, which requires the abilities to perform all maintenance activities of a high school or a cluster of three schools.

- Maintains the schools / facilities to the FMO Maintenance and Paint Standards as specified in the FMO Employee Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook maintaining professional behavior at all times.
- Must be able to identify potential maintenance and grounds issues and report them to the Maintenance Cluster Supervisor.
- Performs all maintenance of the interior, exterior, and grounds of the schools / facilities.
- Performs all preventive maintenance of the interior, exterior, and grounds of the schools / facilities.
- Makes repairs to plumbing systems.
- Makes repairs to electrical systems.
- Makes carpentry repairs.

- Paints facilities as needed.
- Must be able to install and make repairs to all types of flooring.
- Must be able to make repairs to all types of roofing systems, including gutters and downspouts.
- Makes repairs to windows and associated hardware as well as new installations.
- Makes repairs to doors and associated hardware as well as new installations.
- Cleans fire and security alarm systems correctly, per the FMO Employee Handbook.
- Make repairs to grounds, including sidewalks, asphalt, tracks, fencing, sprinkler systems, playground equipment, and concrete type structures using hand tools and gas-powered tools.
- Must maintain a cooperative-working relationship with those contacted in the course of work activities.
- Must be able to address all emergency issues and concerns for a particular facility with your Maintenance Cluster Supervisor.
- Responsible for making repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Must be able to complete all maintenance work orders within the timeframe specified in the FMO Employee Handbook.
- Must be able to complete all preventive maintenance work orders within the timeframe specified in the FMO Employee Handbook.
- Must enter the minimum number of general maintenance work orders as specified in the FMO Employee Handbook.
- Must accurately complete and submit all assigned paperwork on time to your Maintenance Cluster Supervisor per procedure.
- Maintains cooperative-working relationships with those contacted in the course of work activities.
- Must maintain a clean, organized, and well-stocked maintenance room at all times.
- Must maintain up-to-date prints and equipment operating procedures in the school/facility. Also notifies the Maintenance Cluster Supervisor of the changes made.
- Must understand safety principles and procedures and apply them in the workplace.
- Must respond to any emergency requests as assigned by the Executive Director of FMO.
- Assists with any emergencies that occur on a system-wide level.
- Performs all other related or non-related tasks as directed by the Maintenance Cluster Supervisor or the Executive Director of Facilities, Maintenance and Operations with a positive attitude.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** August 2012