



## Columbia County School District Job Description

<b>Position Title:</b> Equipment Operator & Repair Technician		
<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 Schedule, Grade M	<b>Pay Type:</b> Non-exempt	<b>Retirement:</b> PSERS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Facility Officer		

### MINIMUM QUALIFICATIONS

**Education/Experience:** Technical school diploma in related field, High School diploma or equivalent. Five (5) years of equipment repair/operation & maintenance experience, or any combination of technical training and experience.

**Essential Knowledge/Skills:** Knowledge of equipment repair and operation. Must have basic computer and typing skills. Have the ability to make repairs and do preventive maintenance on all of the components of the equipment. 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.

### 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

- Equipment Repair**
- Diagnose problems, replace or repair parts, test and make adjustments to maintenance and custodial equipment.
  - Perform regular preventive maintenance on all equipment to ensure smooth operation of the equipment.
  - Identifies and reports any misuse or abuse of the equipment.
  - Read and interpret equipment manuals and work orders to perform required maintenance and service.
  - Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
  - Comply with safety regulations and maintain clean and orderly work areas.
  - Responsible for tracking all equipment via the inventory control program.
  - Operate all equipment in a safe and appropriate manner.
  - Perform daily maintenance and safety checks of equipment.
  - Conduct pre-operational checks on equipment, and clean, lubricate and refill the equipment as necessary
  - Maintain a log of all equipment repairs.
- Light Equipment Operation**
- Capable of operating multiple pieces of light equipment.
    - Including but not limited to Backhoe, Skid Steer, Farm Tractor and Loader.

**General Duties:**

- Oversees Fleet Maintenance
  - Maintains spreadsheet tracking vehicle #, driver, age and condition.
  - Maintains spreadsheet to track fleet mileage & maintenance; schedules the maintenance.
- Perform any and all other duties as directed by the Chief Facilities Officer.

**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:** May 2017