

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Maintenance Engineer – Preventative Maintenance  
**Job Family:** Facilities Services  
**Department:** Facilities  
**Typical Work Year:** 12 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** May 1, 2017, rev. 7/1/18

**SUMMARY:** This position will perform skills relating to the planned maintenance of all School District equipment by implementing and maintaining a preventative maintenance database and performing scheduled maintenance. This position will also be involved with performing tests on District equipment and facilities required by the fire department and taking part in routine fire inspections.

**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.*

D 20% Gather data on school district equipment and enter it into preventative maintenance software. Maintain and improve database. Print reports on equipment longevity, deferred maintenance, and performed maintenance.

D 50% Perform scheduled maintenance tasks on School District equipment including HVAC, plumbing, and mechanical equipment. This includes cleaning, lubricating, changing belts, changing filters and performing tests.

D 10% Accompany Fire Marshall during fire inspections. Correct fire inspection violations. Perform tests on equipment and provide test documents to Fire Marshall.

D 5% Assist coworkers with projects.

M 3% Represent department management in after-hours emergency “on call” status

A 5% Perform snow removal duties during the day and in response to emergency call-in situations.

W 5% Order and maintain inventory of HVAC filters and belts as well as other pm maintenance parts.

Ongoing 2% Perform other duties as assigned.

**EDUCATION AND TRAINING :** High school diploma or equivalent.

**EXPERIENCE:** 3+ years experience in equipment repair.

**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.
- English language skills.
- Personal computer and keyboarding skills.
- Ability to operate and maintain School Dude database of equipment and repair history.
- Ability to communicate, interact, and work effectively in a team environment.
- 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.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of maintenance database.

- Operating knowledge of hand and power tools required by trade.
- 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 Facilities

**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		

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
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