

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

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

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2018

SUMMARY: Work in collaboration with and 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.*

- D 5% Open and close building and raise and lower flag.
- D 10% Perform cafeteria related custodial before and after breakfast and lunch periods.
- D 8% Carry and respond to ALL office radio calls.
- D 8% Perform safety checks of the playground and complete playground maintenance tasks (rake the wood chips).
- D 2% Perform ongoing checks of facility to ensure restrooms are properly stocked with necessary supplies throughout the day, and to ensure trashcans and recycle boxes are not overflowing.
- D 3% Ensure all doors and windows are secure and in good working order. Clean all entryways.
- D 5% Perform building safety and operational checks including inspections for hazards, graffiti and vandalism. Complete and submit work orders to Facilities Department for necessary repairs for projects that require specialized skills.
- D 15% Perform required maintenance repairs including painting, moving furniture, hanging items on walls, repairing/maintaining sprinklers, and general maintenance repairs. Perform minor maintenance on building and attached equipment, including minor painting. Submit required work order to track work progress and completion and to order supplies to complete projects.
- D 3% Complete daily log.
- W 10% Perform grounds work, including mowing, weed eating, trimming, policing grounds for trash. Maintain and clean all grounds equipment.
- W 3% Maintain cleaning equipment.
- D 2% Assist with electrical repairs and maintenance.
- D 2% Assist with heating, ventilation, and air conditioning repairs and maintenance.
- D 2% Assist with clearing pipes and other plumbing projects.

- W 4% Track and maintain orders and inventories of cleaning supplies and cleaning equipment. Communicate with supervisor regarding issues and supplies needed for the building.
- D 3% Perform cleaning duties including dust and polish light fixtures, office furniture and trim; empty wastebaskets and transport trash and recycled materials to disposal area; wash walls, ceilings, woodwork, windows, door panels, and chalkboards/whiteboards; sanitize restrooms, drinking fountains and locker rooms; replenish bathroom supplies and light bulbs; vacuum, sweep, scrub, wax and polish floors; and clean carpet, upholstered furniture and window coverings. Ensure cleanliness of classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces. Follow Universal Precautions and sanitation procedures when handling clean-up of bodily fluids.
- W 3% Assist with staff or outside groups using the building for programs, special events or assemblies. Perform set up and tear down of tables, chairs, and audiovisual equipment; assist with training users on equipment as needed; and troubleshoot equipment problems.
- W 3% May lock/unlock areas for access for building use and events.
- S 4% Remove snow and ice from paved areas directly adjacent to the facility. This work is performed during the shift and may be performed in response to call-in situations.
- D 5% Perform other duties as assigned.

EDUCATION AND TRAINING High school diploma or equivalent. Asbestos awareness training required within six months after hire. Minimum 21 years of age.

EXPERIENCE: 5 years' experience in work of a mechanical nature, including experience with power and hand tools. Minimum 2 years' experience in the custodial trades.

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, clean and maintain 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 communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- 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 Facilities /Supervisor of Facilities

- Takes direction from the building administration team with respect to daily building needs

Direct Reports: This job has no supervisory responsibilities

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			

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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
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