

**Central Valley School District  
Job Description**

**TITLE           General Maintenance Technician**

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**GENERAL SUMMARY**

The General Maintenance Technician performs whatever duties are necessary to assist the Facilities Department to maintain Central Valley School District buildings and facilities. He/she is responsible to assist in the maintenance and repair of district facilities. The many and varied responsibilities of this employee help to ensure productive use of the work time of the Facilities Department employees. To accomplish these tasks the General Maintenance Technician must work closely with the staff and administration of the Central Valley School District Facilities Department, as well as district staff. This individual will also assist in the supervision of summer Maintenance/Grounds personnel as well as other temporary employees.

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**ESSENTIAL JOB FUNCTIONS**

1. Follow written and oral instructions.
2. Perform minor repairs to assist the Facilities Department with school building needs.
3. Work cooperatively and collaboratively with others as assigned.
4. Maintain cleanliness of general shop area, in addition to keeping meeting room, rest rooms and office areas clean.
5. Maintain equipment utilized in the various sections of the Facilities Department.
6. Operate heavy equipment such as a backhoe, skidsteer, dump truck/sander, and sweeper.
7. Operate all power equipment and hand tools.
8. Pick up and deliver needed equipment, parts and supplies as required, as well as assist in the total district delivery system.
9. Perform periodic grounds maintenance, including operating power yard equipment, handling snow and taking measures to reduce hazards of ice.
10. Maintain the "tool crib" in an orderly, efficient and accurate manner, including but not limited to, being accountable for tools, equipment and supplies checked in/out to district personnel.
11. Willing to attend pertinent workshops and training sessions.
12. Respond to warranty concerns on new equipment and systems in new buildings.
13. Perform other duties as assigned.

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**OTHER FUNCTIONS**

1. Manage summer employees including moving staff as communicated by the Director of Facilities.
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**REPORTING RELATIONSHIPS**

This position reports to the Director of Facilities

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**PHYSICAL DEMANDS**

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertion; required to work on ladders and roofs; requires safety awareness on construction, repair and emergency sites; may be required to work during off-hours for emergencies; exposed to high noise levels from machines; may be exposed to potentially dangerous conditions; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment over fifty (50) pounds; required to drive between sites.

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**QUALIFICATIONS:**

1. Possess good communications skills and the ability to work cooperatively and collaboratively with a variety of personalities.
  2. Possess a high school diploma or equivalent.
  3. Have ability to respond to District needs on an "on-call" basis.
  4. Possess demonstrated initiative, flexibility, organization skills and dependability in the discharge of their duties.
  5. Maintain appearance and conduct suitable for working with students, other district staff and the public.
  6. Possess the skills, broad knowledge and abilities necessary to assist in facility repairs independently.
  7. Hold a valid state driver's license, evidence of a good driving record, and a current Commercial Driver's License
  8. First aid card preferred or obtain within three months of hire dates.
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**UNIT AFFILIATION**

Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised October 1996

Revised June 2003

Revised July 2014

Revised October 2016