

Job Title:	Appliance Repair/Low Voltage Tech I	Wage/Hour Status:	Nonexempt
Reports to:	Maintenance Supervisor	Pay Grade:	x7
Dept. /School:	Maintenance/Auxiliary Services Center	Date Revised:	March 2020

Primary Purpose:

Service, repair and install appliances, laundry machines and electronic equipment.

Qualifications:

Education/Certification:

High School Diploma or GED.
Valid Texas Driver License.

Special Knowledge/Skills:

Aware of plans, prints, specifications and schematics associated with trade.
Ability to read and understand instructions in English.

Experience:

Three years of experience in fields of appliances and electronics.

Evaluation:

Performance of this job will be evaluated annually.

Major Responsibilities and Duties:

Maintenance and Repair

Align the major functions of the assignment with district goals such that all students succeed.

1. Service and install P.A. systems.
 - a. Maintain/replace control panels, call stations and speakers.
 - b. Install components and connect portable buildings as needed.
 - c. Test systems for proper operation.
2. Service security alarm systems.
 - a. Maintain/replace motion detectors and door contactors.
 - b. Test systems for proper operation.
 - c. Confirm communication with monitoring service.
3. Coordinate with licensed contractors to maintain, repair and test fire alarm systems.
4. Service and repair appliances and laundry machines.
5. Service and repair TVs and other electronic equipment.
6. Service and repair district and campus two-way radios.
7. Detect needed repairs on buildings, grounds and equipment by following established inspection procedures.

8. Receive and complete work orders using computer or iPad.
9. Maintain accurate records on material and labor used.
10. Maintain inventory of district-owned tools, equipment, and materials.
11. Inspect jobs upon completion and ensure work areas are clean and neat.
12. Work with building principals and supervisors to complete projects.
13. Maintain reliable and regular attendance.
14. Respond to emergency calls as needed.
15. Perform other duties as assigned.

Safety

16. Perform preventive maintenance on tools and equipment.
17. Operate tools and equipment according to established safety procedures.
18. Ensure that equipment is in safe operating condition.
19. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Supervisory Responsibilities:

None.

Equipment Used:

Voltmeter, signal generator, oscilloscope, testing equipment, soldering iron, wire puller, crimper, splicer, hand tools, power tools, iPad and computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling and reaching, heavy lifting and carrying. Must be able to lift fifty pounds. Work in tiring and uncomfortable positions; around electrical power; outside and inside; on slippery or uneven walking surfaces, ladders, lifts and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, dust, debris, fumes and toxic chemicals. Frequent districtwide travel.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee

Date

Reviewed by

Date