

MAINTENANCE SPECIALIST

Purpose Statement

The job of Maintenance Specialist was established for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of skilled maintenance activities (e.g. carpentry, plumbing, electrical, HVAC systems and equipment, alarms, boilers, refrigeration, energy management, life safety equipment, kitchen equipment, etc.); addressing immediate operational and/or safety concerns; ensuring adequate materials are available to complete assignments in a timely manner. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job is distinguished from similar jobs by the following characteristics: Licensed, certified or holds document proof of specialized training.

This job reports to Director of Facilities

Essential Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient repair of systems and / or the installation of new or upgraded systems.
- Coordinates with supervisor on status of work orders for the purpose of providing information for making decisions and completing projects and work on time.
- Estimates labor and materials for the purpose of obtaining materials to ensure job completion.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Installs a wide variety of materials (e.g. carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing of maintaining and providing enhancements and/or upgrades.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Performs a variety of skilled trade functions (e.g. plumbing, painting, HVAC, carpentry, refrigeration, energy management systems, glazing, etc.) for the purpose of completing projects within established time frames.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs a variety of furniture and building system components for the purpose of ensuring a safe and comfortable environment conducive to learning and working.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours (e.g. while carrying pager or as directed by supervisor) for the purpose of resolving immediate safety concerns.

Other Functions

- Inspects vehicles and maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in workshops, training, seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills, resolutions to safety issues and conveying and/or gathering information required to perform job.
- Performs routine and/or preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry; locksmith work; kitchen equipment; plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as test equipment, various saws, planes, drill presses, sanders, jack hammers, drills, forklifts, etc.; operating a motor vehicle as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: office equipment/software, methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings in a safe, clean and orderly condition.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; maintaining routine records; adapting to changing work priorities; working under time constraints; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% standing. The job is performed under some temperature extremes and in hazardous conditions.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency Completion of apprenticeship program in lieu of formal education

Required Testing

- Pre-employment Physical Exam
- Pre-employment TB Test

Continuing Educ. / Training

- Evaluation as outlined in the PASS Negotiated Agreement

FLSA Status

Non Exempt

Employee Signature _____

Certificates & Licenses

- Valid Driver's License
- High School Diploma or Equivalent
- At least one specialized certification (e.g., electrical, plumbing, refrigeration, etc.)

Clearances

- Criminal Justice Fingerprint/Background Clearance

Approval Date

10/14/2009

Date _____

Salary Grade