

Vail School District Job Description

Job Title: Maintenance Technician
Department: Facilities and Transportation
Reports To: Maintenance Supervisor
FLSA Status: Non-exempt
Classification: Level 10
Revised: 4/15/05

SUMMARY: Performs maintenance and repairs to District equipment, facilities, and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Repairs and maintains:

- evaporative coolers
- air conditioners
- furnaces
- air handlers
- thermostats
- light fixtures
- light switches
- electrical control panels
- doors and locks
- closets
- windows
- plumbing fixtures
- water/gas pipe lines
- roofs
- painting
- playground equipment
- water systems

Perform preventive maintenance and routine repair of plumbing systems, including replacing fixtures, fixing water lines, unclogging toilets, and snaking drains.

Perform preventive maintenance and routine repair of heaters and air conditioning units, including replacing belts, motors, relays, thermostats, pumps, fuses, transformers, filters and fans.

Replace electrical outlets, light fixtures, ballasts, install time clocks for lights, and check photo cells on lights.

Move equipment and furniture.

Perform minor repairs to shelves and furniture, and build simple fixtures such as coat racks.

Check motors throughout the district.

Paint furniture and rooms.

May perform routine grounds maintenance, such as mowing and fertilizing grass, striping, and maintaining fields.

Operates and repairs power tools, tractor, dump truck, and other maintenance/repair equipment.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate