

**Central Valley School District
Job Description #315**

TITLE General Maintenance Technician

GENERAL SUMMARY

The General Maintenance Technician performs whatever duties are necessary to assist the Maintenance 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 Maintenance Department employees. To accomplish these tasks the General Maintenance Technician must work closely with the staff and administration of the Central Valley School District Maintenance 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.

ESSENTIAL JOB FUNCTIONS

1. Follow written and oral instructions.
2. Perform minor repairs to assist the Maintenance 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 Maintenance 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. Raise the U.S. and Washington flags at the ESC each morning.
12. Willing to attend pertinent workshops and training sessions.
13. Respond to warranty concerns on new equipment and systems in new buildings.
14. Perform other duties as assigned.

OTHER FUNCTIONS

1. Supervise summer employees including moving staff as directed by the Supervisor of Maintenance.
-

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Maintenance

MENTAL DEMANDS

Experiences multiple demands and multi-tasking. Requires concentration and attention to detail.

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.

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 current Commercial Driver's License (CDL) and evidence a good driving record.
8. Possess a current first aid card.

UNIT AFFILIATION

Maintenance

CONDITIONS

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

CLASSIFICATION HISTORY

Revised October 1996

Revised June 2003