

District Mechanical Maintenance Job Description

- Supervisor: Director of Buildings and Grounds
- Job Summary: Performs general and mechanical maintenance to provide safe, and well maintained buildings for students, staff, and the public.
- Requirements:
1. High School graduate or equivalent
 2. Current valid driver's license. Must be able to drive district vehicles per State and District insurance regulations.
 3. Chief Class C Boilers License or willingness to obtain (Minimum of Class 1C License)
 4. CPO License or willingness to obtain
 5. Carry a cell phone 24 hours a day, and respond to emergency situations as required.
 6. Certification to remove small amounts of asbestos or willingness to obtain.
- Qualifications\Duties:
1. Knowledge and expertise in the areas of facilities management, electrical repair, mechanical maintenance, carpentry, welding, and minor vehicle and grounds equipment repair and maintenance. Air Conditioning (HVAC) maintenance skills desired but not mandatory.
 2. Perform Health & Safety tests and inspections.
 3. Operation and maintenance of Building Automation Systems.
 4. Maintain an inventory of repair parts.
 5. Maintain records on maintenance work completed.
 6. Fill in for Lead people or delivery driver in emergency situations.
 7. Ability to manage budget in a fiscally responsible manner.
 8. Ability to be flexible, set priorities, handle multiple tasks, organize work flow.
 9. Other tasks as assigned by the Director of Buildings and Grounds.
- Work Schedule: Monday thru Friday – 7:00am to 3:30pm
Hours may vary to meet district needs.

In compliance with The Americans with Disabilities Act the following represents the physical\environmental demands

1. This position requires a majority of time spent standing, walking, and lifting.
2. Weights of object to lifted and carried will range from 10 to 100 pounds.
3. Climbing of stairs, bleachers, and ladders is often required as well as movements such as bending, twisting, and kneeling.

4. Excellent sensory skills are important (sight, hearing, and speech) as well as the ability to operate assorted types of machinery\equipment.
5. Exposure to heat, cold, dust, fumes, vibration, and noise.
6. Repetitive movements of both hands and feet are often required.