

Maintenance Technician



Department: Administration

Reports to: Chief Financial Officer

FLSA Status: Non-exempt

Date: April 2018

Position Summary:

The Maintenance Technician performs highly diversified duties to install, trouble shoot, repair and maintain facility equipment according to safety regulations.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respond to electrical, plumbing, heating and cooling, carpentry and mechanical issues
- Prioritize tasks and work orders to make sure time, work, materials, and information are taken care of in a timely, efficient, and safe fashion
- Interpret manuals and work orders
- Purchase materials, parts, and equipment for projects
- Research techniques for detection, diagnostics, and repairs
- Maintain relationship with contractors and specialty companies for future needs
- Convey information to and from coworkers within their proper chains of command concerning deficiencies, needs, and wants
- Some grounds keeping activities such as ensuring trash and debris is cleared
- Maintain a clean and safe working environment

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- High school diploma or equivalent
- Valid driver's license
- Associates degree in maintenance technology or other related field preferred

Experience Required:

- 1-2 years previous related experience

Knowledge and Skills Required:

- Solid understanding of equipment, electrical, plumbing, and HVAC operations
 - Ability to utilize power tools and repair issues
 - Understanding of safety techniques when completing maintenance issues
 - Basic math skills
 - Strong communication skills, both written and verbal
-

Maintenance Technician



- Excellent problem solving skills

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with facility equipment, power tools and instruments, computers, calculators, reference books, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, lifting (potentially heavy loads up to 80 lbs.), bending, squatting, climbing (up to 30ft using a ladder) and other repetitive motions.

- Provide transportation in own car as necessary

Working Conditions:

- Work is performed mainly in a pleasant office and school environment with some exposure to environmental factors such as heat, dirt, noise and other factors typically found in the outdoors.
- Potential safety hazards when completing work.
- Travel up to 75% to other locations

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.