

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **MAINTENANCE TECHNICIAN**

<b>Reports to:</b>	<b>Director of Maintenance &amp; Operations/Technology Director</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non Exempt</b>
<b>Terms of Employment:</b>	<b>12 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY**

- Under supervision, to perform a variety of unskilled and semiskilled maintenance, repair, and construction tasks in various building trades.
- To do other related work as required.

### **PERFORMANCE RESPONSIBILITIES**

- Perform unskilled and semiskilled maintenance, repair and construction work in the various maintenance trades.
- Assist skilled maintenance personnel in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, and bulletin boards.
- May assist in the installation, repair, and maintenance of gas and water lines.
- May assist in the repair and replacement of floor and ceiling tile.
- May assist in the maintenance and repair of heating, ventilating, and cooling systems.
- May assist in the repair of door hardware.
- Load, unload, and drive maintenance service vehicles to and from work sites.
- Prepare surfaces and paints a variety of equipment, furniture, and facility physical structures.
- Lawn Mowing / Landscaping
- Transportation(school buses, cars & vans) maintenance & scheduling
- District deliveries (inner district mail, paper, boxes, food bank, etc.)
- General Maintenance Duties
- Follow work order systems
- Unpack new equipment
- put together carts, network racks, move/deliver new equipment,
- Inventory equipment
- Pull and terminate phone, cable TV and network cable
- Update labels and documentation for cables / re-install current outdated cables
- Install / replace projectors, replace bulbs
- Update & replace wireless equipment/hardware
- Help maintain and create documentation / maps showing the fiber locations, phone, cable TV wires etc., and work with the city and locate companies.
- Pickup and deliver equipment to / from ESU as needed
- Pickup parts or equipment from warranty center or repair shops
- May perform custodial and cleanup functions as required.
- Other duties as assigned.

### **EDUCATION AND/OR EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Six months of experience as an unskilled and semiskilled worker in one or more of the basic maintenance trades.
- Education: Equivalent to the completion of the twelfth grade, supplemented by coursework or training in one or more of the various maintenance trades.

### **REQUIREMENTS**

- Possession of a valid Nebraska Motor Vehicle Operator’s License.
- Insurability by the District’s liability insurance carrier.

**REQUIRED KNOWLEDGE AND SKILLS**

- Common tools, materials, equipment and terminology used in the general maintenance trades.
- Rules, regulations and policies pertaining to the maintenance of school facilities.
- Safe working methods and procedures.
- Appropriately use tools and equipment common to the maintenance trade.
- Read and work from simple drawings and blueprints.
- Prepare simple reports and records.
- Perform heavy manual activities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

<b>Physical Requirements Maintenance Technician</b>		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous – over 66% of time E
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running		X			
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					

Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder		X			
Shoulder to overhead		X			
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds		X			
26. Over 90 pounds		X			
<b>Carrying</b>					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds			X		
29. 51 to 75 pounds		X			
30. 76 to 90 pounds		X			
31. Over 90 pounds		X			