

Preventive Maintenance Technician

Purpose Statement

The job of Preventive Maintenance Technician is done for the purpose of providing support to the educational process with specific responsibilities for performing preventive maintenance and related minor repairs on heating, ventilating, air conditioning, refrigeration and other mechanical equipment throughout the District.

This job reports to Assigned Supervisor

Essential Functions

- Assists in maintaining District physical facilities for the purpose of ensuring the facilities operate in a safe and functional condition.
- Cleans drain lines in roofs for the purpose of preventing damage.
- Conducts limited preventive maintenance on kitchen refrigeration equipment for the purpose of ensuring safe working condition of equipment.
- Maintains regularly scheduled mechanical services of HVAC and refrigeration equipment for the purpose of ensuring safe operation and functionality of equipment.
- Maintains inventory and records for the purpose of documenting activities, conveying information, and ensuring availability of materials.
- Participates in meetings, workshops and trainings for the purpose of conveying and/or gathering information required to perform functions.
- Provides assistance in the installation and repair of heating and air conditioning units for the purpose of ensuring a comfortable learning environment for students and staff.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned functions; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using

equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and following oral and written instructions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 15% sitting, 20% walking, and 65% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent. Coursework/experience in HVAC and refrigeration equipment preventative maintenance is preferred.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 6