

CHURCHILL COUNTY SCHOOL DISTRICT

MAINTENANCE TECHNICIAN

FSLA STATUS: Non-Exempt

Created: 10/2004

Last Revised: 01/2016

DEFINITION

To perform a variety of skilled and semi-skilled maintenance duties in the general and/or preventative maintenance and repairs to buildings, facilities, and equipment of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance.

ESSENTIAL FUNCTIONS - *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions*

1. Maintain and repair District facilities, equipment and buildings by performing a variety of skilled and semi-skilled carpentry, electrical, electronic, painting, plastering, welding, plumbing, heating, air conditioning and mechanical repair work.
2. Inspect, repair, fabricate, install, service and maintain equipment and buildings of the District; identify facility maintenance needs.
3. Install, adjust, repair and inspect a variety of electrical, electronic and pneumatic climate controls and valves involved in heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchanges.
4. Install, repair and replace plumbing fixtures including sinks, toilets, faucets, water heaters, and pipes; cut and thread pipes; clear obstructions from water and sewer lines.
5. Repair or replace relays, heavy duty fuses, interlocking and magnetic control circuits, alarm systems, and time clocks; measure, cut, thread and install electric conduits; cut, weld and braze light and heavy gauge metals.
6. Install, alter, maintain and repair electrical wiring systems and equipment including air conditioning systems, pumps, exhaust fans, coolers and appliance motors.
7. Construct, install, remodel and repair a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, doors and masonry walls; construct a variety of specialized items as required including signs and furniture; build forms; pour and finish concrete.

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8. Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, paint sprayers, welders, plumbing snakes, rudders, routers, grinders, electric generators, gas, diesel and natural gas engines, and sump pumps.
9. Install, adjust, and repair custodial maintenance machines, emergency lighting systems, clock systems, athletic scoreboards, electric motors and ballasts.
10. Weld, fabricate and assemble parts and equipment for District facilities and equipment; weld, braze, cut, shape, and fasten metal parts; utilize and maintain acetylene and arc welding equipment.
11. Perform a variety of painting duties; prepare and finish various surfaces; sand and water blast surfaces to remove paint, rust and dirt to prepare surfaces for painting; repair, replace and glaze windows; operate various spray equipment and paint walls, doors, rooms buildings, and other surfaces as requested.
12. Inspect District roofs; clean gutters and downspouts to clear debris from roof tops; patch or replace worn and broken gutters, downspouts, drain caps, and roof leaks and potential roof leaks throughout the District; repair fans screens on roofs; repair or replace damaged or worn roof vent caps.
13. Read and interpret sketches, diagrams, drawings and blueprints.
14. Order materials, supplies and equipment needed for assigned jobs.
15. Demonstrates and completes training on the operation, minor repair, and safety standards of HVACR equipment for staff.
16. Informs staff of HVACR technology changes and safety standards.

QUALIFICATIONS - *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- Methods, techniques, tools and materials used in one or more trades including carpentry, electrical, painting, plastering, welding, plumbing, heating and air conditioning and mechanical repair work; and
- Uses and purposes of general maintenance hand and power tools and equipment; and

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- Methods, and techniques used in estimating time and materials for assigned project; and
- Health and safety regulations.

Ability to:

- Read and interpret maps, wiring and logic diagrams, schematics, interpret blueprints and specifications; and
- Perform the full range of semi-skilled maintenance, construction and repair work related to the maintenance and repair of District facilities and equipment; and
- Use and operate hand tools, mechanical equipment, and power tools and equipment in a safe and efficient manner and;
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner and;
- Work independently in the absence of supervision and;
- Train and provide work direction to assigned workers and;
- Understand and follow oral and written instructions and;
- Prepare and maintain effective working relationships with those contacted in the course of work and;
- Ability to recognize, understand, interpret, and apply local, state, federal, and national codes and regulations including, but not limited to: Occupational Safety and Health Administration (OSHA), International Building Codes (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air- Conditioning Engineers (ASHRAE), Environmental Protection Agency (EPA), etc. And;
- Follow oral and written instructions; Provide training and work direction to other maintenance personnel; and
- Work cooperatively with others; and
- Work independently with little direction; and
- Meet schedules and timelines; and
- Maintain records and prepare reports related to work performed.

Skills to:

- Operate specialized equipment and tools utilized in the diagnosis, repair, installation, and maintenance of HVAC and refrigeration systems; and
- Design systems and update schematics, blueprints, shop drawings, sketches; and
- Perform journey-level mechanical maintenance duties in the repair, installation, inspection, diagnosis, and alteration of organization HVAC and refrigeration systems and related equipment and facilities, and
- Perform preventive maintenance and routine servicing of equipment.

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Experience and Training Guidelines - Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Three (3) years of maintenance experience within a specialized trade area.

Preferred not required:

Completion of apprenticeship program in the HVACR trade, plus one (1) additional year of HVACR experience; or, Five (5) years HVACR experience, plus possession of a valid journeyman certificate/license; or, Five (5) years HVACR experience in the Churchill County School District, and completion of apprenticeship program in the electrical trade, plus one (1) additional year of electrical experience; or, Five (5) years electrical experience, plus possession of a valid journeyman certificate/license.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, supplemented by additional training in a specialized trade including electronics, carpentry, painting, locksmithing, electrical services, or a related field.

Possession of a high school diploma or its equivalent (GED).

Required Certifications and Licenses:

Possession of, or ability to obtain an appropriate valid CDL driver's license.

Must possess and maintain a valid Nevada Driver's License.

Must have a clean State of Nevada motor vehicle record at the time of hire. Must be maintained for the duration of employment.

Copy of driving history issued by the Department of Motor Vehicles at time of application placement and at time of interview prior to final selection.

Preferred not required:

Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40, CFR 82. If certification is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of employment.

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Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Physical and Mental/Intellectual Requirements: *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, finger, handle, feel, grasp, open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 40 pounds and occasional moving of objects weighing up to 75 pounds.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing				X
Walking				X
Bending/Stooping/Squatting/Twisting				X
Crawling		X		
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)		X		
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight		X		
Pushing			X	
Pulling			X	
Grasping/Gripping			X	

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Handling			X	
Applying Torque (arms)			X	
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/CRT	X			
Driving a Vehicle				X
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders > 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemicals/Waste >8 Hours Per Day			X	
Overtime/Irregular Hours	X			
Senses:				
Eyes		X		
Visual Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination	X			
Audio Arms		X		
Ability to Smell		X		
Hearing protection	X			

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Working Conditions: *Work is performed under the following conditions.*

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions, to include dust, dirt, odors, fumes, and heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employees Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____