

## **Escondido Union High School District Job Description**

**Job Title:** Maintenance Technician  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Maintenance & Operations  
**FLSA Status:** Nonexempt  
**Salary Level:** 37  
**Approved By:** Board of Education  
**Approved Date:** 4/20/10

### **NATURE OF WORK**

Installs, repairs, provides preventive maintenance for all buildings and facilities of the school district in order to maintain a safe and esthetic learning environment, by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs general maintenance responsibilities in all trades such as dig trenches, apply stucco, form and finish concrete, plan and install cabling for all LAN and WAN electronic systems and networks, plan and install electrical wiring, build and repair structures replace and repair bleachers, clean storm drains, repair roof leaks, install, repair or replace fencing, underground utilities etc., as required in the upkeep of the facilities.

Performs preventive maintenance for all systems on an on-going schedule.

Specializes in one of the trades, such as carpentry, plumbing, concrete and masonry, electrical, HVAC, locks and doors, heavy equipment operation, painting, telephone systems.

Organizes work according to the priorities established by management: health, safety, classroom environment, security.

Troubleshoots as necessary to locate source of problems causing malfunction of electrical, plumbing, telephones, intercoms, bells, heating and air-conditioning, etc.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); additional classes in ROP trades or technical school; five years experience in general maintenance, some of which is preferably in an educational environment.

**KNOWLEDGE OF:**

Methods, practices and techniques typical to performing the duties of the position.

**ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blueprints and circuit boards; write routine reports and complete forms; effectively present information in one-on-one and small group situations to customers, clients, vendors, contractors and other employees of the school district; operate light industrial equipment such as forklifts, air compressors, generators, paint sprayers, sump pumps; interact positively with a wide variety of personalities; organize work, follow through and communicate effectively with the initiators of work orders; define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of instructions furnished in written, oral, diagram or schedule form; deal with concrete variables in fairly standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume. Some trades may require the ability to apply concepts of basic algebra and geometry.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers' License; class A desirable. Some trades may require certification, such as HVAC.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and climb or balance. The employee is occasionally required to stand, sit, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate to loud and may be very loud in some circumstances (such as jack-hammering).

**COMMENTS**

As a Maintenance Technician, the person(s) assigned to these positions must demonstrate moderate to high skills in many of the construction trades with a journey level skill in at least one trade such as plumber, electrician, HVAC specialist, locksmith, carpenter, concrete finishing.