

LAKE STEVENS SCHOOL DISTRICT NO. 4  
Lake Stevens, Washington 98258

JOB DESCRIPTION

**POSITION:** MAINTENANCE TECHNICIAN I

**REPORTS TO:** Executive Director of Facilities and Operations  
Maintenance and Grounds Supervisor

**DIRECTS:**

**SUMMARY:** Perform maintenance, repair, remodeling and construction work on district buildings, grounds, facilities, and equipment. Position requires the ability to be available on a voluntary basis for 24-hour on-call for emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform semi-skilled work and/or assist in the maintenance, operation and repair of mechanical and structural systems of buildings and grounds.
- Perform semi-skilled work and/or assist journey tradesworkers by performing duties related to carpentry, painting, plastering, plumbing, mechanical or electrical work, and roof and portable ramp repairs.
- Perform semi-skilled work and/or assist in the fabrication of equipment and materials constructed in trades shops in accordance with project requirements.
- Operate power tools and equipment, transport materials and supplies to work sites.
- Perform preventive maintenance and repairs on mechanical equipment such as electrical drive motors, exhaust fans, laundry, and kitchen appliances.
- Drive service trucks and trailers as required; load and unload materials and supplies.
- Install and repair light damping materials including shades drapes, venetian blinds, whiteboards, cubbies, mirrors, and fixtures for paper towels, bath tissue, etc
- Perform high work on staging, ladders, aerial lifts and fall protection as required.
- Maintain professional manner.
- Maintain a commitment to quality customer service.
- Observe strict confidentiality regarding student and personnel information.
- Demonstrate professionalism through conduct, punctuality, and minimal absences.
- Perform other duties as assigned.

**EDUCATION/LICENSE/PERMIT REQUIREMENTS**

- High school graduate, or equivalent
- Valid Washington State Driver's License and a clean driving record.
- Valid First Aid/CPR card or willingness to obtain and maintain

**LANGUAGE SKILLS**

Ability to read, comprehend, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff, students, and vendors.

**MATHEMATICAL SKILLS**

Ability to calculate and apply concepts of technical and general mathematics.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**QUALIFICATIONS:**

- Demonstrated skills in using a variety of hand and power tools associated with woodworking, metal fabrication, etc.
- Demonstrated skills in general minor plumbing repairs including but not limited to clearing drains, repairing faucets, etc.
- Demonstrated strong human relation skills while working with a wide range of internal and external clients.
- Strong oral and written communication skills.
- Understand and practice all safety procedures and requirements.
- Must be physically capable of strenuous manual labor as required for climbing, lifting at least 50 lbs. and/or overhead work.
- Use of fall protection, when required.
- Fundamental computer skills necessary to write reports, e-mail, etc.
- Must be versatile, and flexible to unusual jobs and a variety of work.
- No adversity to heights or enclosed spaces.

**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 walk, stand, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and climb ladders. The employee must occasionally lift and/or move supplies or equipment weighing up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust and focus.

**WORK ENVIRONMENT:** *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.*

Employee regularly works both indoors and outdoors. The employee will work with or near motorized tools and mechanical equipment. While performing the duties of this job, the employee will occasionally work in high areas such as on rooftops or scaffolding, and/or work in confined spaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students, other employees, and public.

**PRIMARY WORKING RELATIONSHIPS:**

1. Department Supervisor
2. Other maintenance and grounds personnel
3. Building and district personnel

**TERMS OF EMPLOYMENT:**

**Work Days:** 260  
**Vacation Days:** Per PSE of Lake Stevens Union Contract  
**Salary:** Maintenance Group I - PSE of Lake Stevens Collective Bargaining Agreement.

**EVALUATION:** Will be evaluated annually by the Facilities and Operations Manager, or other as deemed appropriate.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*