

LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Maintenance Technician II

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

DIRECTS:

SUMMARY: Level II maintenance technicians perform skilled work in the repair, remodeling and construction of district buildings, grounds, facilities and equipment. Position requires the ability to be available on a voluntary basis for 24-hour on-call emergencies.

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

- Basic electrical repairs: switches, outlets, clocks, etc.
- Construction and installation of storage shelving, tack boards, white boards, and cabinets
- Finishing and or repairing of wall painting, wood surface, toilet partitions, etc.
- Installation and repair of cabinets, countertops, weather-stripping and associated hardware
- Perform skilled work fitting and installing clear, wire, obscure, decorative and tempered glass and plastics, mirrors and window replacement
- Perform plumbing work on sinks, shower towers, toilets and operation of electric drain clearing machines
- Adjust and operate fixed and portable power equipment such as skill saws, table saws, radial arm saws, band saws, joiners, drill presses, sanders, planers, routers, drills and other hand tools as needed
- Operate school district vehicles up to five tons in the performance of the trade(s) and attached trailers
- Make daily inspections of vehicle assigned to drive
- Maintain a good driving record
- Perform high work on staging, ladders, and aerial lifts; using fall protection as required.
- Move equipment and materials within the District as needed
- Plan and work independently as necessary, exercising good judgment and integrity in appraising a problem and selecting a suitable solution
- Maintain necessary paperwork
- Make reasonable decisions in the absence of the Supervisor and/or Department Manager
- Maintain Professional Manner
- Maintain a commitment to quality customer service
- Observe strict confidentiality regarding student and personnel information
- Promote and practice professional growth and development
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Perform other duties as assigned

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE

1. High School Diploma or equivalent
2. Three years of successful experience in building maintenance or related field

OR

3. Any combination of related experience and education from which comparable knowledge and ability can be acquired which totals three years

CERTIFICATES, LICENSES, PERMITS, REGISTRATIONS:

1. Valid Washington State driver's license and a clean driving record
2. 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.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Apprentice level knowledge and experience working in one or more building trade craft
- Demonstrated strong human relations while working with a wide range of internal and external clients
- Strong written and oral communication skills
- Ability to work efficiently and safely operate hand tools and motorized equipment
- Physically capable of strenuous manual labor as required for climbing, lifting of at least 50 lbs and overhead work
- Ability to work in high or enclosed spaces
- Ability to read county and city road maps in relation to addresses
- Ability to work independently as well as under the direction of others
- Ability to be an effective team player
- Ability to remain flexible in working with change in priorities
- Willingness to learn and apply new skills to accommodate a changing work environment
- Ability to establish and maintain effective working relationships with students and staff
- Ability to perform duties with awareness of District requirements and Board policies
- Fundamental computer skills necessary to write reports, e-mail, etc.

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 RELATIONS:

- Maintenance and Grounds Supervisor
- Maintenance, grounds and custodial staff
- Other district staff

- Suppliers and vendors that serve the District

TERMS OF EMPLOYMENT:

Work Days: 260 days per year
Vacation Days: Per PSE of Lake Stevens Collective Bargaining Agreement
Salary: Per 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.