

LAKE STEVENS SCHOOL DISTRICT NO. 4  
JOB DESCRIPTION

**POSITION:** Maintenance Technician III

**REPORTS TO:** Maintenance & Grounds Supervisor

**DIRECTS:**

**SUMMARY:** Maintenance Tech III performs work with maintenance technicians or other journey level trades workers in performing skilled maintenance 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.*

- Perform maintenance, operation and repair of electrical, mechanical and structural systems of buildings and utility distribution.
- Service, repair and maintain pneumatic, electrical, and electronic heating and ventilation control systems including air compressor units.
- Perform journey level work on door hardware, locks, closers, padlocks, pin cores, and duplicate keys
- Install, adjust and maintain plumbing fittings, fixtures, and appliances. Install all types of piping insulation. Use various anchors, hanger, straps, fasteners, and adhesives common to the trade.
- Perform journey level work to install, adjust, operate wireless AP units, solder mic jacks, cat 5/6 data cables, punch down, as well as all other electrical facilities of the Institutional type.
- Inspection of sprinkler system
- Inspection of special needs apparatus
- Adjust, calibrate, and operate equipment and test instruments normal to the trade.
- Troubleshoot issues with fire alarm panels
- Use hand and power pipe cutters, pro press, thread and bending tools, drills, ammeters, multimeters, and other tools of the trade
- Determine service wire sizes for loads, type and diameter of conduit and install and strap conduit as required by N.E.C.
- Perform journey level lighting to replace ballasts and light fixtures
- Work from plans, sketches, patterns, blueprints, and written and oral directions.
- Operate school district vehicles up to five tons in performance of the trade.
- Maintain a good driving record.
- Understand and practice all safety procedures and requirements of maintenance trades.
- Perform high work on staging, ladders, and aerial lifts; using fall protection as required.
- Perform strenuous manual labor as required for climbing, and/or overhead work.
- Maintain professional manner.
- Plan and work independently as necessary, exercising good judgment and ingenuity in the appraising of a problem and selecting a suitable solution.
- Adjust DDC systems at sites and remotely from the maintenance facility.
- Make reasonable decisions in the absence of the supervisor or department manager.
- Maintain a commitment to quality customer service.
- Provide written reports as may be requested.
- Observe strict confidentiality regarding student and personnel information.
- 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. Five 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 five 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.

### **DESIRED QUALIFICATIONS**

- Journey-level trades worker in one or multiple building crafts
- Fundamental computer skills necessary to write reports, e-mail, etc.

### **OTHER QUALIFICATIONS, SKILLS AND ABILITIES**

- Senior 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 organize work load, define priorities, and complete tasks in an efficient and timely manner
- Must be versatile, self-motivated and challenged by unusual jobs and variety of work
- Verifiable successful employment history demonstrating dependability and good attendance
- Demonstrated knowledge and skills in utilizing DDC systems
- Demonstrated ability to read blueprints.
- Ability to efficiently and safely operate hand tools and motorized equipment.
- Physically capable of strenuous manual labor as required for climbing, lifting of at least 50lbs 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

**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.*