



Job Title: **Facility Maintenance Technician**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services**

Lane Placement: **ESP Lane 7 – 8 (with qualification)**  
**(Pending budget approval)**

Schedule: **8 hrs. / 245 days**      Evaluation Group: **JCES 6**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the Assigned Lead, the **Facility Maintenance Technician** is responsible for the completion of daily work assignments for the department. The incumbent performs trade specific tasks in the fabrication, maintenance, and repair of items or areas in and around District facilities.

## ESSENTIAL FUNCTIONS

- Performs daily work assignments. Work assignments include any/all aspects of new installation, construction, building and equipment repair and maintenance.
- Installation and repair of athletic equipment, glass, window coverings, projection screens, and playground equipment.
- Overhead door, portable wall divider curtain, and fire curtain repair and service.
- Indoor and outdoor bleacher repair and service.
- Solves a variety of problems with building and fixtures (e.g. various broken valves, faucets, plugged drains, broken floor tiles and equipment malfunction).
- Solves all problems related to floors, walls, countertops, ceilings, millwork, etc.
- Performs minor to moderate repair of building equipment (e.g. maintenance of heater and fan units, windows, repairing playground equipment, repairing furniture, cabinetry, door closures, light switches, electrical panels and ballasts).
- Changes belts on fan units and repairs minor lighting and thermostat problems.
- Perform various assignments that include the following skills (e.g. light electrical, light plumbing, light mechanical, welding, carpentry, minor HVAC).
- Provides support service to other maintenance areas, as needed.
- Locates and orders parts and materials used to complete work assignments.
- Completes assignments in a cost efficient and timely manner.
- Drives and operates various maintenance vehicles and equipment.
- Will be called to respond to routine and emergency duties as required.
- On call duties as assigned.
- Shift work may be required.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Completion of a formal trade-specific program or related professional trade license is required for lane 8 qualification.
- Requires valid Utah driver license.
- Requires three years experience with demonstrated competence in any/all phases of the trades. Formal apprenticeship or trade-specific educational experience may be included.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of S.D.S. safety procedures.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Work requires physical exertion (e.g. lifting and moving equipment and materials up to 75 pounds, climbing, working in high and/or awkward positions).
- Work will involve some hazard in the possible exposure to electrical shock.
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020