Hickman County School System

Job Title: Maintenance Mechanic

Contract Period: 12 month contract

Reports to: Maintenance Director

Purpose of Job

Maintain, install, and repair equipment to maintain efficient operation of equipment in the school system.

Essential Duties and Responsibilities

* Familiarity with HVAC, chillers, boilers, generators, low voltage wiring, single and three phase electrical panels, wiring of motors, overhead light fixtures, and parking lot light fixtures
* Technicians are required to have experience or will be licensed in yard fork lift operator, aerial lift platforms
* Follow OSHA safety rules and requirements
* Follow requirements and procedures in the use and handling of hazardous materials and chemicals
* Able to work in tall heights, roofs, roof gutters, roof drains, temp tape patch, and locate leak issues, and search RTU mechanical equipment for leak issues
* Abilities to to change light switches, outlets, service breakers, run conduits, clean refrigeration coils, check low voltage fire alarms, door access, and cameras
* Proficient in working with large commercial plumbing piping, mechanical joints, PVC, PEX, faucets, commercial toilets, shower heads, outdoor wall hydrants, sewer piping
* Ability to utilize technology to access and prioritize the work order system
* Install, assemble and test new machines and equipment
* Schedule and perform routine preventative maintenance and service for each piece of equipment
* Inspect machines regularly for signs of malfunctions, including visual and sound inspections
* Use a variety of power and hand tools to perform job functions
* Complete repairs and parts replacements
* Work effectively with other team members
* Repair, install, adjust or maintain machines or vehicles
* Complete written record of work performed
* Perform emergency repairs

Minimum Training and Experience Required

The ideal candidate requires a minimum of 5 years of exposure to maintenance and repair in the commercial setting. This position is fast paced and workdays go by quickly and provides a great team experience and tools needed to complete the work. The candidate will integrate into a family team of top talented technicians that are dedicated to perform their craft in a professional example in a school environment for children. Our team must work proactively to turn work order in 24 hours when possible and strive to maintain positivity between colleagues in difficult situations.

Applicants must demonstrate strong communication skills to communicate with colleagues, teachers, and supervisors. Time management, mechanical, and troubleshooting skills are required for this position.

Evaluation Process

Annual evaluation with the supervisor of the school based on the job description.

Application Process

Candidates wishing to apply for this position should complete an Application for the Hickman County School System, located [here](http://hickmank12.org/wp-content/uploads/2015/07/TeacherApp.pdf). Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033.