

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Maintenance Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: To perform school maintenance responsibilities in an efficient and cost-effective manner. To provide skilled and semi-skilled support service to ensure the safe and efficient operation of school facilities and grounds. Ensure the health and safety of students, staff, and the general public by maintaining the cleanliness and efficient operation of facilities.

I. QUALIFICATIONS:

1. High School Diploma or GED
2. One year of facilities maintenance experience
3. Must be familiar with preventative maintenance on various equipment in and around school as well as school quarters
4. Demonstrates proficiency in general maintenance skills as outlined in the duties and responsibilities
5. Good verbal and written English language communication skills, ability to communicate well with staff, public businesses and other agencies
6. Ability to read blueprints, manuals, and schematic diagrams
7. Must be able to lift 75 pounds or more
8. Knowledge of Hopi/language culture preferred
9. Must have or obtain CPR and First Aid certification
10. Must have valid Arizona Driver's License
11. Must pass criminal background checks by state, federal and Hopi Tribe
As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

II. DUTIES AND RESPONSIBILITIES:

1. Performs general repairs and maintenance on facilities, infrastructure systems, quarters, grounds and related systems or services
2. Maintain school grounds for students, staff and all visitors
3. Perform preventive maintenance and regular inspections/monitoring of school buildings, water wells, fire extinguishers, fire alarm system, sewer water treatment on required timelines, i.e. daily, weekly, monthly, bi-annual and/or annual basis;
4. Perform duties that require knowledge of various trades involving plumbing, electrical, painting and carpentry skills in the maintenance of all school facilities and living quarters;
5. Complete and submit required reports, shop orders and logs; maintain routine records such as; water meters and water samples (by zones)
6. In the performance of duties, required to comply with all safety and health requirements; proper use of safety equipment and maintenance of appropriate documentation relative to state, federal and/or BIE safety guidelines;

7. Knowledge of ADA, life and safety and building codes;
8. Works with Support Service Clerk in conducting and recording school inventory including grounds, equipment, capital assets, etc.
9. Performs measurements of facilities and grounds using square footage, linear feet and acreage for input into MAXIMO inventory
10. Ensure compliance with all applicable building and safety codes and regulations
11. Utilizes blueprints and general operating manuals in the performance of duties
12. Ensures environmental safety and is familiar with Environment Management System
13. Assists specialized crews or contracted labor as needed
14. Submits orders for equipment, materials, tools and supplies for repair and maintenance of facilities
15. Knowledge of ADA, life and safety and building codes.
16. Knowledge of Safety Data Sheet.
17. Participates in training and in-service
18. Will make collaborative efforts to assist in reaching school improvement goals.
19. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board