

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	Maintenance Technician
EMPLOYMENT:	12 months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	This position is part of the Facility team and performs a variety of duties of a general nature for proper operation, maintenance and minor repair of school building, utilities and related structures.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision and mission.

QUALIFICATIONS

- Required high school diploma or GED.
- Required 2/3 years of experience in general maintenance field or related work;
- Demonstrated skill/craft in at least three (3) skill/craft area, i.e. carpentry, plumbing, electrical, water testing, etc.;
- Ability to follow written and/or oral instructions;
- Excellent organizational and time management skills; ability to prioritize work activities with flexibility to address changing priorities, ability to multi-task and meet timelines;
- Ability to communicate and work well with staff, parents and students;
- Required physical examination;
- Required yearly drug testing;
- Required valid CPR/First Aid Certificate;
- Required valid Driver's License;
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference;
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.

PHYSICAL REQUIREMENTS

- Must be able to lift over fifty (50) pounds;
- Must be in excellent physical condition; good vision and hearing;

RESPONSIBILITIES

- Perform duties that require more than the basic knowledge of various trades but lower than a journeyman level involving plumbing, electrical, painting and carpentry skills in the maintenance of all school facilities and living quarters;

Amended and Approved on 03/29/2016

- Perform work assignments such as:
 1. Repair damaged floors, walls, ceilings, windows, doors, steps, guard rails, etc.
 2. Repaint surfaces using brushes or rollers and premixed paint;
 3. Replace minor electrical parts, such as switches, plate outlets, etc.;
 4. Repair broken or frayed wiring;
 5. Perform maintenance and minor repair of plumbing fixtures and pipes by replacing faucets, washer pipe elbows and cleans clogged drains and sewer lines;
- 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;
- Complete and submit required reports, shop orders and logs; maintain routine records such as; water meters and water samples (by zones)
- 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;
- May be required to drive various size vehicles ranging from sedans to large trucks;
- Knowledge of ADA, life and safety and building codes;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.
- Knowledge Maximo and FMIS.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities and participate in school committee meetings;
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; know and observe Board policies and regulations;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area;
- Provides Quality Customer Service;
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

NAME

DATE

SUPERVISOR NAME

DATE