



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Maintenance Specialist	Location:	Maintenance
Reports To:	Maintenance Supervisor	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent. A minimum of five years of experience and knowledge of skills necessary to perform in all areas of Maintenance Specialist duties or relative areas is desired.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- The Maintenance Specialist is responsible for the repairs and maintenance of all facilities within the District as assigned.
- The Maintenance Specialist, under the direction of the Maintenance Supervisor, will assess and consider daily the safety of our students and employees, the security of our assets, and the services to our District.
- This position will coordinate outside contractors or vendors from various services.

Qualifications

- Ability to communicate effectively, orally and in writing.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

SAFETY

- Responsible for conducting inspections on grounds, buildings, equipment, and reporting their condition.
- Responsible for informing the Building Principal and the Maintenance Supervisor of unsafe equipment or situations.
- Responsible for performing work in a safe fashion, while maintaining a neat and orderly work area.

TOOLS

- Responsible for cleanliness of tools and making sure they are in correct working order.
- Responsible for the inventory and stocking of tools and parts

KNOWLEDGE OF

- Methods, materials, and equipment used in construction, landscaping, and maintenance.
- Irrigation systems.
- Federal, State, and Local regulations related to area of assignment.
- Basic construction methods including electrical systems, pipefitting, welding and fabrication, and masonry.
- Safety precautions.
- City codes and ordinances, traffic laws, and blue stake laws.



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SKILLS

- Maintain, inspect, and repair equipment.
- Use hand and power tools.
- Use testing equipment.
- Use computers and related software applications.
- Read and interpret blueprints.
- Perform mathematical calculations.
- Perform construction related activities.
- Read and Interpret drawing specifications.
- Operate various equipment related to area of assignment.
- Perform traffic control.
- Install, repair, and operate irrigation systems.
- Communicate with interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ESSENTIAL DUTIES

- Monitor contractor performance and work closely with outside vendors and contractors to ensure work is completed according to specifications.
- Manage and coordinate all annual and semi-annual State, County, and City government required health and safety inspections.
- Assist the Maintenance Supervisor in the coordination of all size projects.
- Assist with maintaining building security and emergencies as directed by the Maintenance Supervisor.
- Solicit bids and quotes from vendors.
- Make minor repairs, as needed, and notify Supervisor if a Crafts staff is needed.
- Perform irrigation programming, monitoring, installation, and repairs on ICC PRO irrigation controller equipment; investigate water leaks; build and install irrigation systems.
- Perform standard construction activities which include minor repairs.
- Conduct daily inspections of various equipment by checking and recording levels; make proper adjustments; and inspect and unlock new irrigation.
- Transport goods or equipment as assigned.
- Responsible for maintaining accurate records and submitting reports.
- Responsible for performing those duties which protect the health and safety of students and employees.
- May be called after hours or on weekends in the event of an emergency.
- Responsible for checking emails daily.
- Responsible for printing out daily work orders.
- Travel to different school sites.
- Responsible for performing other duties as assigned by the Maintenance Supervisor.



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Physical Demands and Work Environment

- Physical Effort
- Bends, stoops, lifts, climbs
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.