

Job Title: Maintenance - Utility Specialist – School Level Assignment

FLSA Exemption Status: Non-Exempt

Term: 260/261 days

Minimum Qualifications:

1. Minimum of high school diploma or equivalency;
2. Special skills related to the maintenance of building/work sites including HVAC units, electrical and plumbing equipment;
3. Work Experience in the maintenance of facilities; and
4. Meets health and physical requirements.

Job Objectives/Goals:

1. To maintain the Huntland School site in excellent condition; and
2. To help maintain the HVAC units, electrical and plumbing equipment in a condition of operating excellence so that full use of them may be made at all times.

Responsibilities and Essential Functions:

1. Inspect machinery for defects in accordance with building codes;
2. Repair and maintain machinery, plumbing, and electrical wiring fixtures in accordance with building codes;
3. Install electrical equipment and repair or replace wiring and fixtures in accordance with building codes;
4. Perform air conditioning and refrigeration repairs in accordance with building codes;
5. Perform preventive maintenance to equipment in accordance with building codes;
6. Care for the tools, equipment, and material under their supervision, seeing that they are stored properly, clean and in good condition;
7. Know and follow all safety rules and proper procedures associated with the responsibilities of the job; and
8. Perform other work-related duties as assigned by the Maintenance Supervisor, School Principal and/or Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
3. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

Physical Demands:

This job may require lifting of objects that exceed seventy-five (75) pounds, with frequent lifting and/or carrying of objects weighing up to fifty (50) pounds. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling and/or crawling

4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

