



Mobile County

PUBLIC SCHOOLS

Job Description Title – ON-SITE MAINTENANCE TECHNICIAN

SUPERVISED BY/REPORTS TO: On-site Maintenance Technician LEAD and/or Executive Manager of Facilities or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent. Under certain circumstances this requirement may be waived by the Executive Manager of Human Resources.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and professional in appearance.
- Ability to be punctual and maintain regular attendance.
- Must have five (5) years of experience in general trades work or equivalent combination of training/experience.
- Must have knowledge of methods, materials, tools, and practices used in the building, electrical, plumbing, carpentry, or mechanical crafts.
- Must be skilled in the use of a variety of standard hand tools, power tools, machines, and equipment.
- Must have skillfulness of standard tools, materials, methods, and practices of the various trades.
- Must have knowledge of occupational hazards and safety precautions of the specific trades and practice standard safety procedures at all time.
- Must be able to work from blueprints and sketches and follow oral and written instructions.
- Must be able to work well with other members of the building crew and other employees.
- Must have ability to estimate materials, equipment, and workers needed for specific jobs.
- Must be insurable as determined by MCPSS personnel into private and business driving records within any three-year time frame.
- Must be able to use technology as required to perform job responsibilities.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to engage in prolonged standing, stooping, carrying, kneeling, crawling, bending, turning, reaching, and frequent walking.
- Strength and agility to lift and carry objects weighing up to 50 pounds.
- Ability to exert up to 75 pounds of force.
- Ability to work in locations involving heights or confined spaces; to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
- Able to tolerate cleaning supplies and odors associated with these cleansing agents.
- Ability to climb ladders.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Works in the maintenance and repair of buildings and mechanical equipment in several building trades.
2. Performs general maintenance and corrective repairs including making repairs to buildings, equipment, tools, electrical systems, i.e., change bulbs and ballasts, switches, receptacles, and fixtures, as necessary.
3. Repairs short circuits and broken wires.
4. Installs or replaces electrical fixtures. Repairs or replaces electrical motors and switches.
5. Performs plumbing work, i.e., repairs leaking pipes/fixtures, stop ups, water coolers/fountains, lights pilots on water heaters, installs flush tanks, sink bowls, and commodes, and repairs water and sewer lines.
6. Paints exteriors and interiors of buildings, schools, and offices with varied surfaces. Repairs door/window locks and frames and broken glass.
7. Performs carpentry repairs and woodworking duties, repairs roofs, partitions and floors, replaces hinges, replaces floor/ceiling tiles as necessary, repairs/replaces Dry erase and bulletin boards, etc., installs window heating/cooling units, installs/repairs shades, curtains, and blinds, and makes minor furniture repairs.
8. Repairs metal, wood, and masonry walls, siding, ceilings, decking, roofs, soffits on permanent and relocatable facilities.
9. Uses the work order system to enter and update information to fulfill, complete or escalate work requests as needed and in timely manner.
10. Orders materials and maintains accurate and timely records of time, labor, and materials.
11. Identifies and addresses potential problems and hazards around buildings and work areas.
12. Performs monthly custodial services assessments, provides feedback on current facility upkeep, and notifies Lead or Supervisor of any custodial issues or emergencies as necessary.
13. Establishes and maintains effective working relationships with supervisors and other school system employees.
14. Operates maintenance equipment and tools in a responsible and safe manner.

15. Completes work assignments without close supervision.
16. Completes all projects with neatness and in conformance with standards of related trade.
17. Assists other crafts or departments as necessary. Works schedule as assigned, is timely and punctual.
18. Engages in personal professional growth, ongoing training, and demonstrates professional ethics and leadership.
19. Engages in required orientations, trainings, safety instruction, and meetings as required for effective job performance and/or advancement.
20. Maintains appropriate confidentiality regarding school/workplace matters.
21. Reports absences and takes leave in accordance with Board policies and procedures.
22. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws/regulations.
23. May be assigned other duties as required by the Lead or Executive Manager of Facilities.
24. **THIS POSITION MAY BE REQUIRED TO WORK AFTER HOURS AND WEEKENDS. MAY ALSO BE REQUIRED TO PERFORM DUTIES ON SHIFT WORK SCHEDULES.**
25. **The omission of specific statements of essential duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.**

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Assistant Superintendent, Executive Manager, Department Supervisor, or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule is normally 7:00 a.m. until 3:30 p.m. (hours may vary in the Summer or vary by shifts if assigned) but will be determined by the Department Supervisor or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks (on the clock), one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.