

GORHAM SCHOOL DEPARTMENT

TITLE: Maintenance Technician

QUALIFICATIONS:

1. Evidence of satisfactory experience and knowledge of maintenance and repair of buildings.
2. Must hold a valid Maine drivers license.
3. Must be able to follow written and oral instructions, read and understand work orders and building plans, and work with minimal supervision.
4. Must have the ability to establish and maintain effective working relations with staff, students, and community members.
5. Must be able to operate Maintenance Department equipment, vehicles and other work aides associated with this type of work.

REPORTS TO: Director of Facilities Management, Facilities Management Foreman

JOB GOAL: To perform multi-craft work to safely maintain and repair physical structure of district's buildings and may specialize in one or more of the journeyman's areas: carpentry, plumbing, electrical or HVAC.

RESPONSIBILITIES:

1. Must demonstrate safe work habits, including the proper care and use of all tools, equipment, vehicles and hazardous materials, observing all established health and safety regulations.
2. Must have the ability to work with minimal supervision.
3. Demonstrate aptitude or competence for performing basic carpentry, electrical, plumbing, roofing, painting, HVAC, grounds maintenance, mechanical repair, alarm monitoring, trouble shooting and reset, Master clocks, bell systems, door and door hardware repair and metal fabrication.
4. Will be responsible for general mechanical repair and maintenance of vehicles and grounds equipment.
5. Installation and repair of machinery, plumbing, physical structure and fixtures of the school buildings in accordance with blueprints, manuals, building codes and safety regulations; using hand tools and carpenter's, electrician's and plumber's tools.
6. Inspects machinery and mechanical equipment for defects.
7. Inspects, diagnoses, installs, repairs and replaces gauges, valves, pressure regulators and other plumbing equipment.
8. Inspects, diagnoses, repairs or replaces wiring and fixtures.

9. Paints, constructs and repairs or remodels areas including basic carpentry, masonry and plumbing using appropriate materials and tools.
10. Receive and deliver supplies.
11. Assembles and/or repairs equipment and furniture.
12. Supports the overall district maintenance/custodial and educational program.
13. Irrigates and mows lawn and field areas and maintains trees, shrubbery and other grounds and athletic field related work.
14. Notifies the Director of Facilities Management or his designee immediately of any maintenance problems or the need for services by an outside contractor.
15. Performs other duties and tasks as assigned by the Director or Facilities, Maintenance Supervisor.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012