

## Job Description – Red Oak Community Schools

**JOB TITLE:** Lead Maintenance Technician

**REPORTS TO:** Superintendent

**FLSA STATUS:**  Full Time                       Part Time  
 Hourly                                       Salary

**DATE REVISED:** June 2016

**BASIC FUNCTION:** The job of “Lead Maintenance Technician” is for the purpose of providing maintenance to indoor and outdoor facilities and grounds at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested

### ESSENTIAL FUNCTIONS:

- Consult with building principals regarding the establishment of regular preventive maintenance and repair of the following systems to insure their operating in an efficient manner: plumbing, electrical, refrigeration, sewage, and drainage.
- Report any maintenance or operation problems promptly to Superintendent.
- Handle light construction, remodeling, and repairs to any building damage.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.)
- Responsible for scheduling summer maintenance work and assigning all maintenance personnel.
- Responsible for keeping heating plants operational in all district buildings
  1. Ascertains that building custodians have cleaned and maintained boilers and all boilers pass annual insurance inspections.
  2. Performs minor repairs on boilers when necessary within limitations of ability.
  3. Works with Maintenance Administrative Assistant to make arrangements for major boiler repairs with boiler companies.
- Assists with snow removal and grass mowing at all district owned properties.
  1. All walks; drive and playgrounds are cleared of snow as soon as possible after snow stops.
  2. All grass is mowed during the growing season in a timely manner, so that aesthetic appeal of sites is maintained.
  3. Mowers and snow blowers are maintained for use when needed.
  4. Mowers, snow blowers and fuel are stored safely away from students.
  5. No incidents of endangering students or staff occur in regard to maintaining sites.
- Assist with preparation of annual budget.

- Recruit, screen, recommend for hiring, and train all workers necessary to the maintenance program.
- Must be able to work flexible hours.
- Other duties as may be assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education:** Post High School training, degree, or related experience.
- **Experience:** Two-year experience in related field.
- **Skills:** Ability to read, writes, speaks, and understands English fluently, strong communication and interpersonal skills.
- **Knowledge:** Thorough knowledge of HVAC, electrical, mechanical, plumbing, fire panels, and other building systems.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License, Acquire and maintain; Boiler Repair, Asbestos Removal and Pesticides.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:  Single Grasping  Pushing & Pulling  
 Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes  No
4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
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|-----------------|--|---------------------------------------|-------------------------------------|
| b. Squat        | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with Occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
- May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

**WORKING CONDITIONS:**

1. Include extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

**TERMS OF EMPLOYMENT:** Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code.