

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**FACILITIES TECHNICIAN**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Facilities & Operations	B/2/2	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Facilities Technician is a stand alone class. Incumbents are responsible for facilities maintenance District-wide across functions and may include referral to Trades and HVAC specialists as needed.</p> <p>Duties include performing facilities maintenance; minor repairs; and preventative maintenance activities throughout the District such as completing work orders for minor plumbing and electrical problems; repairing and replacing floor tile and carpets; ordering and delivering supplies, parts, and equipment; replacing glass; performing emergency cleanups; re-keying locks; installing door closures; repairing drywall; using truck mounted carpet cleaners; organizing and coordinating carpet cleaning crews; and, providing coverage for the custodial supervisors.</p> <p>Incumbents, as assigned, may act as lead worker, making work assignments and determining completion of work.</p> <p>The Facilities Technician is distinguished from other Facilities and Operations classes in the focus on performing District-wide facilities maintenance duties across functions.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Completes work orders for minor plumbing and electrical repairs; minor maintenance on equipment such as cleaning filters, waste tanks, and lubricating blowers; and coordinates custodial staff for carpet cleaning including job assignments and monitoring of work including clean-up.	Daily 45%	A/1
Repairs and/or replaces fencing, vandalized or broken glass, floor tile, plumbing fixtures, carpeting, drywall, roof, electrical, and restroom partitions and orders and delivers supplies, parts, equipment including loaner equipment and truck-mounted carpet extractors.	Weekly 25%	A/1
Provides coverage for custodial supervisors including prioritizing work.	Weekly 10%	A/1
Trains custodians in maintenance and cleaning techniques.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**FACILITIES TECHNICIAN**

**Training And Experience:**

High School Diploma or GED and four years of related facilities maintenance and repair experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- AZ Driver's License.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Building maintenance practices and emergency procedures;
- General mechanics;
- Safety and security procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Methods of performing general repairs including carpentry, painting, and electrical and the use of related equipment;
- Carpet cleaning and the use of related equipment;
- Scheduling work and designing project timelines;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and intense noise.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.



**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
FACILITIES TECHNICIAN**

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

