

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Facilities Technician

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Facilities	ACCOUNTABLE TO: Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for performing facilities maintenance and repair activities. Duties include: completing a variety of 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 to include prioritizing work.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Facilities Technician is a stand-alone classification, which is distinguished from other classes by its responsibility for maintaining facilities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Completes work orders for minor plumbing and electrical problems.	Daily	A1
2.	Repairs and/or replaces fencing, vandalized or broken glass, floor tile, plumbing fixtures, carpeting, drywall, roof, electrical, and restroom partitions.	Weekly	A1
3.	Orders and delivers supplies, parts, and equipment to include loaner equipment and truck mounted carpet extractor.	Weekly	A1
4.	Provides coverage for the custodial supervisors to include prioritizing.	Weekly	A1
5.	Performs emergency clean-ups and repairs.	Quarterly	A1

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
----------	--	------------	-------------

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Facilities Technician

6.	Organizes and coordinates custodial staff for carpet cleaning to include determination of job assignments and monitoring work.	Daily	A1
7.	Trains custodians in maintenance and cleaning techniques.	Monthly	B1
8.	Cleans and performs minor maintenance on equipment to include cleaning filters and waste tanks, lubricating blowers, and cleaning carpet machine and van.	Daily	A1
9.	Performs other duties of a similar nature or level.	As Required	

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Basic mathematics; • Building maintenance procedures and materials; • Mechanics; • Carpet cleaning techniques.
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Performing general repairs to include carpentry, painting, and electrical; • Using equipment such as fork lift, scissor lift, boom truck, carpet truck, saws, drills, roter, sanders, tools, and electrical test equipment; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; • Operation and use of carpet cleaning equipment; • Scheduling work and projecting timelines.
<p>Training and Experience (position requirements at entry): High School Diploma or General Equivalency Diploma (GED) and four years of related maintenance and repair experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p>Licensing Requirements (position requirements at entry):</p> <ul style="list-style-type: none"> • Valid Arizona Driver's License

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Facilities Technician

Physical Requirements:

Positions in this class typically require: climbing, balancing, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, and vibrations.

Heavy Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 2/04