

KYRENE SCHOOL DISTRICT

CLASS SPECIFICATION

FACILITIES TECHNICIAN

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Facilities & Operations	B/2/1 - B/2/2	Nonexempt

CLASS SUMMARY:

The Facilities Technician is a standalone class. Incumbents are responsible for facilities maintenance District-wide across functions and may include referral to Trades and HVAC specialists as needed.

As a Facilities Technician (B/2/2), work is performed District wide at locations where a site has a Lead Custodian in lieu of a Building Manager. As a Building Manager (B/2/1), work is performed at a site specific location.

As assigned to Facilities Technician role, 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.

As assigned to Building Manager role, duties may include acting as a lead worker for staff; performing minor repairs in buildings and playgrounds; inspecting buildings and grounds for needed repairs; coordinating custodial and repair activities; maintaining alarms; ordering supplies; completing work orders; preparing reports; maintaining air handlers; cleaning up and disposal of hazardous or infectious materials; responding to emergencies; and performing custodial duties.

Incumbents, as assigned, may act as lead worker, making work assignments and determining completion of work.

The Facilities Technician is distinguished from other Facilities and Operations classes in the focus on performing District-wide facilities maintenance duties across functions.

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
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



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<u>ESSENTIAL DUTIES CONTINUED:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
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%	B/2
Trains custodians in maintenance and cleaning techniques.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

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.



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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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by Human Resource Services 09.01.10