

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
SITE SUPPORT TECHNICIAN

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Facilities & Operations	A/1/1 - A/1/3	Nonexempt

CLASS SUMMARY:

The Site Support Technician is a standalone broad class encompassing the lead custodian role as well as the day porter. Incumbents are responsible for maintenance of assigned District buildings and may include the oversight of facilities maintenance contractors.

Based upon assignment, duties may include prioritizing and assigning work of r contractors if assigned as lead; cleaning chalkboards, chalkboard trays, bathrooms, sinks, counters, classrooms, offices, hallways, entryways and other surfaces; emptying trash containers; vacuuming, sweeping, mopping, and buffing floors; cleaning windows; locking buildings; cleaning carpets; changing light fixtures; moving furniture; setting up for events and meetings; filling soap and towel dispensers; stripping and waxing floors. Some incumbents may act as lead worker, making work assignments and determining completion of work. Incumbents are working leads and, as such, are responsible for performing the same duties as those they lead.

The Site Support Technician is distinguished from other Facilities and Operations classes in the focus on performing site-specific custodial duties and/or providing oversight for maintenance of District buildings at an assigned site.

<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.		
Performs a variety of custodial duties including cleaning classrooms, offices, lounges, workrooms, restrooms, locker rooms, entryways, and hallways; emptying trash; sweeping floors; dusting computers and televisions; mopping, buffing, sweeping, and vacuuming floors; cleaning chalkboard trays, windows, sinks, counters, toilets, and mirrors; replenishing toilet paper, towels, and soap; changing light bulbs; washing walls, windows, doors, and handles; cleaning carpets; and securing buildings including locking classrooms and setting alarms. As assigned, monitors and performs minor repairs; and cleans and disposes of hazardous waste.	Daily 60%	A/1
Sets up and takes down equipment for special events, monitors, restocks, and orders supplies; and moves furniture and equipment for cleaning and special events.	Weekly 15%	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.		
Performs restoration cleaning by stripping, waxing, and buffing floors; and cleaning and extracting carpets.	Annually 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and, based upon assignment, six months to two years of custodial and/or minor facilities maintenance 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 may be required.

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 and use of custodial equipment, cleaning, building schematics and handling of chemicals;
- Setting up classrooms and other school facilities and events;
- As assigned, staff leadership;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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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 07.13.10

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