

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

JD 4200.1

MAINTENANCE SERVICE TECHNICIAN

Definition

Under general supervision, to perform skilled maintenance and repair duties in one or more of the following trades including, but not limited to carpentry, plumbing, electrical, and minor repair of audiovisual and office equipment. To serve as senior worker on larger projects; and to perform other duties, as required.

Responsible to

Supervisor of Maintenance, Operations and Transportation

Examples of Duties

1. Performs maintenance/utilities and repairs of a general nature, such as roofing, glazing, pouring and finishing concrete, laying tile and/or linoleum, erecting and repairing fencing or equipment, electrical repairs, and other similar duties, as assigned.
2. Performs skilled duties on a regular basis in one or more of the following areas:
 - a. Carpentry-Alters, repairs, or constructs articles and structures of wood, such as shelves, partitions, counters, doors, window frames, scaffolds, forms and fences.
 - (1) Makes and repairs school and office furniture and wood fixtures for special needs, performing mill and cabinet work as necessary.
 - (2) Maintains and repairs woodwork of buildings.
 - (3) Fits doors, windows, sashes and screens.
 - (4) Operates sanders, planes, routers, saws and other hand or power operated tools and equipment.
 - b. Painting-Uses brush, roller or spray gun in applying paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes to various surfaces, such as, wood, metal, plaster, stucco, wallboard, etc.
 - (1) Clears, masks, scrapes, sands, fills, or uses other techniques to prepare surfaces for painting, repainting or refinishing, applies under and finish coats.
 - (2) Tints finish colors to match existing surfaces.
 - (3) Paints signs and stencils.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

JD 4200.1

- (4) Stripes playgrounds and parking lots.
- (5) Makes estimates of material and labor costs for specific projects.
- c. Plumbing - Installs water piping, and taps water and sewer mains and laterals.
 - (1) Repairs and replaces pipes, valves, fittings, ball-cocks and other fixtures.
 - (2) Packs faucets.
 - (3) Wipes and flushes joints.
 - (4) Cleans out drains and obstructions in water and sewer systems.
- d. Electrical - Installs, maintains, and makes repairs to lighting circuits, panels, outlets, electrical control equipment, conduit and duct systems, motors and other types of electrical lighting and power equipment.
 - (1) Checks circuits and makes electrical repairs to air conditioning, heating, and ventilating equipment, and electrical appliances.
 - (2) Inspects wiring and fixtures, replacing old or unsafe fixtures, conduits, wiring and switches.
 - (3) Modifies electrical system to conform to energy conservation requirement by changing lights, ballasts or similar fixtures.
 - (4) Selects appropriate hardware for specific usages.
- e. Office or Audio-Visual Equipment - Inspects office machines, typewriters, and calculators, word processors and related electronics, or audiovisual equipment such as, projectors, tape recorders, cassettes, televisions, video units, public address systems and record players to determine repair or service needs.
 - (1) Cleans, oils and replaces worn or broken parts such as, belts, lights, switches.
 - (2) Dismantles equipment and adjusts gears.
 - (3) Repairs heads, replaces broken parts and re-assembles equipment.
 - (4) Replaces or repairs related equipment.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

3. Assists Supervisor of Maintenance, Operations and Transportation in the planning and estimating of routine projects in own specialty.
4. Maintains records, and orders supplies, as necessary.
5. Contacts school and site personnel regarding maintenance or repair needs.
6. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Standard methods, materials, practices, tools and equipment used in at least one of the skilled maintenance trades.
2. Tools and procedures used in other relate/related trades.
3. Safety practices necessary around tools and materials and for performing work with heavy physical requirements.

Ability to:

1. Perform skilled manipulative work.
2. Understand the electro-mechanical principles of a trade area at a level sufficient to identify problems and perform tasks safely and completely.
3. Use required hand and power tools and equipment.
4. Work from sketches and blueprints.
5. Make routine reports and keep simple records.
6. Perform heavy physical labor under conditions, which are sometimes dirty or uncomfortable.
7. Climb ladders.
8. Work independently.
9. Understand, carry out, and give oral and written directions.
10. Maintain cooperative working relationships with those contacted in the course of the workday.

Maintenance Service Technician

Page 3 of 4

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

JD 4200.1

Training and Experience

One year (1) of journey or two years, (2) of skilled level experience in a trade, with additional experience in related trades. In depth trade schooling or a formal or informal apprenticeship leading to skilled or journey level status will be considered in meeting job requirements.

Licenses

Must possess a valid California driver's license and must meet District vehicle and liability insurance requirements.

Job Description Adopted: February 06, 1989
Job Description Revised: July 16, 1990