

Wentzville R-IV School District
Position Description
Locator: 6.05

Position Title: Skilled Maintenance Specialist
Reports To: Maintenance Supervisor/Director of Facilities

SUMMARY

Performs skilled tasks in the repair and maintenance of machinery, buildings, and equipment. Demonstrates proficiency in several trades and the employee exercises some technical independence in determining work methods and procedures.

QUALIFICATIONS/REQUIREMENTS

A certificate, diploma, degree, or license in HVAC, Plumbing, or Electrical is required. Must have a minimum of three years of experience in maintenance operations in a school system or company. He/she shall possess an in-depth knowledge of specific trade areas sufficient to deal with complex maintenance problems.

ESSENTIAL JOB DUTIES

- Performs all responsibilities of the General Maintenance & Grounds position.
- Completes district maintenance projects as designated by the Maintenance Supervisor/Director of Facilities.
- Maintains records of work orders completed and backlogged.
- Assists the Maintenance Supervisor/Director of Facilities in follow-up of work.
- Efficiently completes workday including work order assignments.
- Assists the Maintenance Supervisor/Director of Facilities in annual budget planning.
- Takes responsibility for all equipment and materials assigned.
- Assists the Maintenance Supervisor/Director of Facilities in following correct purchasing procedures.
- Assists the Maintenance Supervisor/Director of Facilities by maintaining a high level of work efficiency.
- Repairs electrical malfunctions of a minor nature and installs new equipment and parts. Assists the Lead Technicians on more technical jobs when needed.
- Repairs plumbing malfunctions on all types of systems such as domestic water, heating, cooling, sewer and drainage water systems. Repairs or replaces pipes, fittings, fixtures, faucets, valves, etc. commonly used in schools and office buildings. Assists the Lead Technicians on more technical jobs when needed.
- Performs carpentry work in the alteration, repair, and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, and furniture.
- Performs minor HVAC repairs to air conditioning and heating systems such as changing filters, cleaning and lubricating equipment, replaces belts, and other work as assigned. Assists the Lead Technicians on more technical jobs when needed and performs preventive maintenance and thorough cleaning of HVAC equipment.

ESSENTIAL JOB DUTIES (cont'd)

- Operates hand and power tools and equipment necessary to complete assigned tasks.
- Maintains tools and machinery in good condition. Uses all tools carefully and as instructed.
- Possesses a working knowledge of the Shop area.
- Ability to work overtime and respond to emergency service.
- Drive district vehicles to visit work sites to pick up and/or deliver materials, attend meetings, or conduct other district business.
- Maintain a safe driving record and drive defensively while always being courteous to other drivers and pedestrians.
- Make safety a top priority at all times.
- Complete all required trainings on time.
- Troubleshoot electrical circuit receptacles and lighting.
- Make repairs to circuit breakers and panels; check amp draw and voltage.
- Perform preventative maintenance on all electrical systems.
- Troubleshoot emergency power generators and lighting.
- Check, program, and repair intercom systems.
- Run periodic checks and make repairs as needed to existing fire alarm, intercom, and security alarm systems.
- Install new circuits and equipment as specified by the National Electrical code (excludes 3 phase 480 circuits and equipment).
- Troubleshoot and repair exterior building and parking lot lighting (excludes 3 phase 480 circuits and equipment).
- Maintains regular attendance.
- Attends trainings as deemed necessary by the Maintenance Supervisor/Director of Facilities to maintain skill levels in area of responsibility.
- Maintains proper certifications to operate District lift equipment.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Maintenance Supervisor/Director of Facilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

MENTAL DEMANDS

Must be able to read, learn, and respond to a variety of subjects and changing situations as required of this position; must be able to understand and execute written and verbal work orders; must be able to follow directions and demonstrate a high degree of common sense and flexibility with work assignments; must have strong problem solving skills; must be able to exercise independent judgment on a daily basis; must be able to concentrate, pay close attention to detail, and be able to stay focused and stay on assigned tasks in spite of repeated interruptions to help ensure safe job performance, including the safe operation of tools while working around moving parts and electric current, driving and working on rooftops; must be able to work in fast paced environment and prioritize work to meet strict deadlines; must always maintain a calm demeanor and be able to respond to phone and computer requests; must be able to utilize excellent time management skills and work effectively with minimum supervision.

ENVIRONMENTAL CONDITIONS

Must be able to work in typical shop and on-site conditions both indoors and outdoors; must be able to work in and around sanitary sewage, electrical hazards and/or in areas of potential poor indoor air quality that may be due to a variety of sources including poor ventilation, and/or a buildup of contaminants such as mold and bacteria; may be required to handle cleaning solutions/chemicals that have unpleasant odors on occasion; must be able to work in all kinds of weather conditions with no effective protection from weather and on all types of terrain when necessary. Hazards include working in high locations and proximity to moving mechanical parts and electrical current; subject to noise from shop area, students, staff, student and/or public use of premises; subject to indoor temperature fluctuations from energy management programs.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of support staff personnel.