

SECTION 377 - MAINTENANCE SPECIALIST**I. SUPERVISION**

1. All maintenance personnel are directly supervised by the Director of Buildings and Grounds, or his or her designee.
2. All work assignments, hours of duty and areas of responsibility will be directed by the Director of Buildings & Grounds.

II. TECHNICAL SKILLS

1. Maintenance specialist personnel will be proficient in the following areas: plumbing, electrical, heating, ventilating, air conditioning, fire detection, emergency generators, carpentry and concrete.
2. This maintenance position requires proficiency in the operation and maintenance of hand tools, power tools, lawn care equipment, snow removal equipment and other power equipment used by the Portage Schools.
3. This maintenance position requires basic gas, electric, welding, brazing and carpentry skills.
4. All maintenance positions require a valid drivers license and the ability to pass a school drivers physical.
5. The specialist position requires proficiency in the operation of personal computers and the systems they control. This includes the regular scheduling of all HVAC starts and stops.
6. The maintenance specialist will be proficient in the operation and maintenance of all HVAC equipment, including low pressure hot water and low pressure steam boilers, CFC containing, evaporators, condensers and chillers.
7. The specialist will have a minimum of 2 years formal and/or on the job training in air conditioning systems. The specialist will also have and maintain any EPA/DILHR refrigerant certification.
8. The specialist will have a minimum of eighteen months residential, commercial or equivalent formal training as an electrician.
9. The specialist will be proficient in the everyday operation of the District/City swimming pool.
10. When required to be on call, the maintenance specialists will have District provided vehicle to be available for fire and police departments on a 24-hour all basis when building or ground alarms sound or snow removal.

SECTION 377 - MAINTENANCE SPECIALIST

III. PHYSICAL QUALIFICATIONS *

1. Able to lift and carry a minimum of 70 pounds, testing is required.
2. Able to perform the following activities over a sustained period of time, climbing, ladder, lift, and scaffolding work at heights of up to 50 feet. Continuous walking, twisting, stooping, bending, lifting horizontally and vertically, standing, and manual dexterity to operate equipment in a safe and efficient manner. Must obtain certification for Genie Lifts. Testing is required as needed.
3. The maintenance person may be required to work in confined spaces after appropriate training.
4. Incorporate within one or more of the essential functions of this position are the following essential physical requirements:
5. Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.
6. Ability to hear and understand speech at normal levels in person and on the telephone.
7. Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

IV. RESPONSIBILITIES

1. Includes the maintenance and replacement of all school plumbing systems.
2. To administer regular preventive maintenance and repair of all school mechanical and electrical systems. This includes power up to 480 VAC, three phase.
3. Maintain and make repairs to boilers and perform summer maintenance.
4. Responsible for lawn care and snow removal.
5. Perform swimming pool maintenance.
6. Perform other duties as assigned.

*Tests may be administered to determine the extent to which an applicant meets the job description.

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Portage Community Schools