

SECTION 378 – MAINTENANCE TECHNICIAN

I. SUPERVISION

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

II. TECHNICIAN SKILLS

- a. Maintenance technician personnel should be proficient in the following areas: plumbing, electrical, heating, ventilating, and air conditioning, carpentry and concrete.
- b. The 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 School District.
- c. This maintenance position requires knowledge and skill in the use of gas and or electric welding, brazing, soldering and painting, if needed or instructed to.
- d. All maintenance positions require a valid driver's license and the ability to pass a school driver physical.
- e. The technician position requires proficiency in the operation of personal computers and the systems they control i.e. Johnson Control Metasys, etc.
- f. The position requires the technician to be proficient in the operation and repair of plumbing, electrical, heating and ventilation systems, including the operation and preventative maintenance of low pressure hot water boilers.
- g. Proficient in the everyday operation of the district/city swimming pool.

III. PHYSICAL QUALIFICATIONS

- a. Able to lift and carry a minimum of 70 pounds, testing is required.
- b. 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 and standing. Testing is required as needed. Must obtain certification for Genie Lifts.
- c. May be required to work in confined spaces after appropriate training.

IV. RESPONSIBILITIES

- a. Includes the maintenance, repair and operation of all district plumbing.
- b. To administer regular preventative maintenance and repair of all school mechanical and electrical systems. This includes power up to 220/240/277 VAC Three Phase.

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- c. Maintain boilers and perform summer maintenance.
- d. Swimming pool maintenance.
- e. Responsible for athletic field painting/preparation, lawn care and snow removal.
- f. Other duties as assigned.

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