

Position: Maintenance Specialist I	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 114

### **Summary**

Performs general labor and semi-skilled building maintenance work. Assists maintenance specialists in the performance of routine maintenance work in the various construction and mechanical systems trades.

### **Essential Duties and Responsibilities**

- Performs, repairs, and conducts maintenance on projects such as sidewalks and roadways, irrigation systems and equipment, athletic field equipment, and classroom equipment.
- May participate in planting and cultivation of trees, turf and flowers.
- Glazes windows.
- Refinishes furniture. Hangs wall coverings.
- Participates with and assists in trades areas of carpentry, plumbing, and other crafts as assigned.
- Operates and performs minor maintenance of light equipment including light tractors, skip loaders, forklift and other labor saving devices.
- Cleans and cares for tools and equipment including sprayers.
- Carries materials and assists in moving heavy objects.
- Assists in the installation and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases and bulletin boards at a school site.
- Installs, repairs and maintains floor tile, acoustical tile, linoleum and carpet.
- Repairs and maintains a variety of operations systems including cleaning and replacing parts and fixtures as required.
- Assists in the installation, adjustment, repair and maintenance of a variety of equipment.
- Assists in the resolution of specific mechanical problems at a school site as directed.
- Performs preventive maintenance servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors.
- May participate in setting up rooms for school site activities as directed.

- Performs related duties as assigned to accomplish the objectives of the position. May perform maintenance duties of Maintenance Specialist II on an intermittent basis for purposes of training and experience.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires a basic or entry level knowledge of building, grounds or equipment maintenance, sufficient to perform routine maintenance and repair tasks. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Must know and understand safety rules and regulations.

- **Abilities**

Must be able to perform all of the essential duties of the position under supervision. Must be able to work as a member of a crew and maintain harmonious work relationships. Must be able to perform at the semi-skilled or unskilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Must be able to make straightforward arithmetic calculations for distance, angle, and quantity. Requires the ability to work variable schedules to facilitate efficient project completion and special events.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a regular basis. Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate power equipment and read technical and safety information.

- **Education and Experience**

High School diploma as demonstrated by arithmetic, reading, and writing skills sufficient to understand safety instructions, read and document work orders, read plans and drawings, make measurements. Minimum of 2 years of experience in the general maintenance of buildings, grounds or equipment required.

- **Licenses and Certificates**

Requires a valid Driver's License and First Aid Card.