

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6803
Pay Grade: D10

FLSA: Non-Exempt

MAINTENANCE SERVICE TECHNICIAN

MAJOR FUNCTION:

Performs semi-skilled and skilled manual work by performing preventative maintenance tasks, general maintenance tasks and repair of buildings, building equipment and systems involving a wide variety of trades areas. Work is performed independently and reviewed upon completion. Work will normally be an evening or nighttime operation.

DUTIES AND RESPONSIBILITIES:

- Applies knowledge of multi-trades areas in preventative maintenance, general repair, and minor construction duties involving school building structures; heating/air conditioning, electrical and plumbing systems; and related interior/exterior equipment and furnishings.
- May be required to lead, train, assign, and inspect work of a lower level or entry level trade position while performing the more difficult, specialized mechanical and building trade tasks.
- Diagnoses problems for referral to a higher skilled maintenance trade when necessary.
- Performs preventive maintenance on heating and air conditioning equipment such as checking and adjusting gauges and valves for pressure and temperature control, lubricating motors, inspecting and changing fan belts, cleaning intake and supply vents, cleaning coils, cleaning air handler units (AHU's), refurbishing AHU's, changing filters; regulating systems manually or through the use of computerized electronic controls.
- Performs emergency repairs such as removing and replacing broken glass or securing openings when necessary, unstopping toilets, unclogging drain and sewage lines, stopping leaks.
- Applies knowledge of electrical repair and necessary safety precautions in performing duties such as repairing broken wires, replacing light switches and electrical outlets and changing ballasts.
- Utilizes plumbing knowledge in the maintenance and repair of plumbing fixtures such as replacing washers and valve stems and rebuilding flushometers.
- Performs minor construction and carpentry work such as erecting floor-to-ceiling room partitions, building benches and wooden railings, fitting doors.
- Responds to daily work orders and scheduled preventative maintenance assignments as assigned by foreman.
- Sets priorities based on maintaining a safe and sanitary environment for the welfare of the students.
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trades areas in the performance of daily work assignments; cleans tools and work area upon completion of project.
- Reads and interprets blueprints, specifications, and schematics to pinpoint and resolve mechanical problems.
- May participate in general building upkeep such as painting and removal of graffiti from exterior and interior structures.
- Erects and works from scaffolding where needed; lifts heavy objects and works from moderately high elevations on a regular basis.
- May be required to act as liaison with outside contractors and in-house skilled trades personnel and assists in major repair as needed.
- Performs related work as required.

MAINTENANCE SERVICE TECHNICIAN

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus four (4) years experience performing most of the above mentioned general maintenance and repair duties, or duties related to a specific or combination of trades areas, two (2) years of which must be in a school system setting.

ISSUED: 5/99 PBL; BOARD APPROVED: 1/11/00; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

MAINTENANCE SERVICE TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Maintenance Service Technician SEIU