



Kalamazoo Regional Educational Service Agency Job Description

Job Title: General Maintenance Technician
Reports To: Maintenance Technician Coordinator
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 09/2013
Last Revised Date: 09/2013

Summary:

Provide a variety of building maintenance services.

Essential Duties and Responsibilities:

- Coordinate and facilitate all maintenance and repair needs at all sites
- Organize all work detail (work performed, service recommendations, etc.) and complete accurate work tickets on computerized maintenance system
- Obtain appropriate purchase order from supervisor when purchasing job-related parts and supplies according to Maintenance Department guidelines
- Conduct preventative maintenance checks
- Perform preventative maintenance, installations and repairs of mechanical/non-mechanical and electrical building systems, lighting systems, security systems and electrical door openers. Work with outside contractors when asked by Maintenance Coordinator and treat them with professional respect
- Complete basic electrical repairs, plumbing and basic sheet metal work
- Follow all safety and code requirements of the State, local and Board of Education guidelines and support requests of the Kalamazoo RESA Safety Committee
- Support the District's Energy Education Manager and Supervisor to maintain peak performance and seek new opportunities for energy efficiencies that serve to minimize energy costs for the District
- Ensure building maintenance needs are prioritized and all aspects of facilities meet or exceed required codes
- Present a professional, positive and helpful attitude at all times when interacting with staff and co-workers. Exhibit an understanding of human relations and function as a team player
- Observe additional maintenance needs requiring attention and report issue(s) to the appropriate supervisor
- Perform other assignments, which may not be recurring or necessarily within normal job description as requested by supervisor
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school Diploma or GED

Journeyman Maintenance Repairman or equivalent experience.

Certificates, License, Registration:

Valid Michigan Driver's License with clean driving record

Must be able to pass background check and drug screening

Must have full set of tools needed to perform job duties

5+ years experience in facilities general maintenance repair

Ability to read and interpret blueprints and various types of wiring diagrams/control charts

In-depth knowledge of:

- ◆ Electrical repair/installation
- ◆ Woodworking
- ◆ Mechanical repair/installation
- ◆ Construction
- ◆ Plumbing repair/installation
- ◆ Sheet metal repair/installation
- ◆ Roofing
- ◆ Facilities maintenance

Other Skills & Abilities:

Ability to communicate effectively including listening and professional interpersonal interactions

Ability to work hours as the job necessitates including responding to emergencies

Ability to work independently and in a team oriented fashion

Ability to efficiently use computer and applicable software (Remote Desktop Protocol, MS Word and Excel)

Ability to problem solve and see other things need to be addressed

Ability to read, analyze and interpret data/blueprints

Adapts to frequent changes in the work environment

Uses equipment and materials properly as well as follow all purchasing protocols

Practices safe work habits including wearing Personal Protective Equipment

Supervisory Responsibilities:

This position does not require supervision. The ability to work independently with sound judgment is critical.

Physical Demands and Work Environment:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations -

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to wet and/or slippery surfaces.

Physical Demands and Work Environment (cont.):

- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting (75lbs), carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Operating of hand and power tools.
- Operating or use of ladders, scaffolds, and man lifts.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.