

## **Solanco School District**

**Position Title:** Maintenance Mechanic

**Site:** District

**Classification:** Fulltime (40 Hours per Week)

**Reports to Immediate Supervisor:** Director of Buildings & Grounds

**Responsible to:** Director of Buildings & Grounds / Assistant Director of Buildings & Grounds

**Definition/General Description of Duties:** Performs a wide variety of maintenance work including all District facilities and equipment to allow safe and efficient use by employees, students, and community. This includes preventive maintenance (PM), repairs and replacement of District equipment. Assignments are generally stable in nature and are carried out in accordance with existing trade precedents, practices, and procedures. Work involves physical effort, vehicle driving, exposure to the elements, and potential hazards. This position interacts with staff and community and must reflect a positive district image.

### **Essential Duties and Responsibilities:**

- Diagnose equipment operational problems including, but not limited to, heating, ventilation, air conditioning (HVAC) mechanical, plumbing, and electrical issues.
- Observe, identify, and react to deficiencies in buildings, including, but not limited to, mechanical systems, electrical systems, structural systems, grounds, plumbing, and carpentry. This person shall complete the repairs or replacement, if applicable, to such deficiencies, within one's capabilities, to maintain a safe, efficient, and well-prepared facility for all employees, student, and community usage.
- Maintain small and large diesel and gas engine equipment.
- Respond productively to service requests pertaining to all District facilities and equipment.
- Other duties assigned by the Director of Buildings & Grounds.

### **Knowledge of Following Preferred:**

- A broad mechanical aptitude and related problem-solving ability.
- Advanced knowledge of HVAC mechanical principles and practices with a strong focus on plumbing.
- Ability to work independently with minimal supervision as well as part of a team.
- Ability to complete required work using safe work practices.
- Ability to use computer technology efficiently (i.e. electronic mail, internet, Microsoft word and excel).
- Methods, materials, and equipment related to the maintenance and operation of buildings and equipment.
- Operate hand tools, power tools and equipment used in the maintenance of buildings and equipment.

### **Ability to:**

- Understand and follow written and oral communications.
- Maintain cooperative working relationships with those contacted during the workday.
- Maintain confidentiality and exercise discretion.
- Respond to emergency situations swiftly and appropriately.
- Perform heavy physical labor including lifting, pulling, pushing, and working from ladders.
- Work with minimal supervision.
- Prioritize and organize work assignments.
- Able to prepare and maintain accurate records and reports.
- Provide neat and acceptable appearance and hygiene.

- Adhere to safety standards and safe practices especially while using equipment and chemicals.

#### **Qualifications Requirements:**

- High School diploma or GED
- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- FBI Clearance
- Valid PA driver's license
- Minimum two year's facility/HVAC experience
- Other mandatory Pennsylvania School District employee trainings and documentation

#### **ADA Compliance:**

##### Physical ability:

Ability to perform manual tasks located in varying environments (interior areas as well as crawl spaces, above ceilings, pipe tunnels, at heights (approximately 40 feet) and outdoors in all seasons to maintain a safe and functional school district. Tasks require strength and dexterity (i.e. ability to lift 50 to 100 lbs., climb ladders to approximately 40 feet high). Tasks involve regular, and at times, sustained performance, of moderate to physically demanding work, involve a combination of lifting, carrying, pushing, and pulling moderately heavy equipment. The employee is required to stand, climb, balance, stoop, kneel, crouch, and crawl.

##### Sensory requirements:

Ability to discriminate odors. Vision ability requirements include close vision, color vision, peripheral vision and depth perception and the ability to adjust focus. Most tasks require visual perception and discrimination. Employee must be able to hear and verbally communicate. Ability to use hands to finger, handle or feel objects, equipment, tools or controls.

##### Environmental factors:

Tasks are regularly performed with potential exposure to environmental conditions such as strong odors, wetness, humidity, machinery, temperature and noise extremes, toxic, poisonous or caustic agents. The employee works with and near moving mechanical parts and equipment and will work in exterior weather conditions, and is exposed to extreme cold or extreme heat, fumes, and airborne particles. Employee exposed to slippery surfaces. The noise level is usually moderate. Must follow safety PPE protocols and supervise others are complying with the same rules.

##### Mental Demands:

Ability to follow instructions both orally and written, (i.e. service calls, technical specifications, wiring and control diagrams, operations, and maintenance information). Ability to employ initiative in work assignments and completing repairs as is necessary without specific instruction.

To perform this job successfully the employee must be able to perform each essential responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical and sensory demands described are representative of those that must be met by the employee to satisfactorily perform each essential responsibility. The work environment described is representative of the environment the employee will encounter while performing the job responsibilities. Reasonable accommodation may be made to enable the employee with disabilities to perform the job responsibilities, if requested. The Solanco School District is an Equal Opportunity Employer.

*The above description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

*I have read and understand the responsibilities and requirements of this position for which I have been employed by the Solanco School District and am able to perform the essential duties and responsibilities of the position.*

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_