

SECTION I: GENERAL INFORMATION

Classification Title: Maintenance Specialist	Department: Maintenance	Unit: Custodians
Immediate Supervisor: Maintenance Supervisor	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Maintenance Supervisor, the Maintenance Specialist is responsible for the troubleshooting, repairing and maintaining a variety of mechanical, plumbing, carpentry, electrical and/or general preventive maintenance and/or repairs within the District; performing general maintenance and repair to HVAC equipment and systems; makes plumbing repairs to equipment and fixtures, and for providing general maintenance within the building per work orders and at the direction of the Maintenance Supervisor following safety guidelines, rules and equipment.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts scheduled and emergency repairs on HVAC equipment/systems.
 - Inspects, rebuilds and/or replaces faulty circulating pumps, gauges, thermostats, motors, bearings and coils.
 - Troubleshoots and repairs malfunctioning pneumatic and direct digital controls.
 - Communicates with building head custodians on repair progress.
 - Tests repaired systems to ensure proper functioning.
2. Installs, adds to, alters, repairs and maintains electrical wiring systems and fixtures such as boxes, conduit, outlets, switches and switch panels, incandescent and fluorescent light fixtures.
 - Troubleshoots sources of electrical power disruptions by testing circuits and connections.
 - Performs preventive maintenance and emergency repairs on electrical equipment and appliances (e.g. washers, dryers, disposals, dishwashers, water heaters, etc.).
 - Replaces and/or repairs outside and parking lot lighting utilizing boom truck
3. Performs carpentry, drywall installation, taping, masonry, painting and cabinetmaking in district buildings.
 - Remodels classrooms, offices and work areas in accordance with building codes. Estimates materials needs and makes sketches for district projects.
 - Repairs doors, locks, closures, window ceilings, walls, and building signage per administration requests.
 - Removes old and installs new carpet tile and VCT flooring.
4. Performs more difficult repairs and maintenance activities for building operational staff at district buildings due to time and/or complexity of repairs.
5. Tests new products, procedures and equipment and makes recommendations to Maintenance Supervisor. Communicates with vendors and contractors regarding supply and materials needs, inventory needs, etc.
6. Installs, repairs and maintains plumbing fixtures, water and drain lines to ensure proper working order. Performs maintenance to kitchen equipment (e.g. food warmers, convection and combination ovens, etc.).
 - Replaces and/or rebuilds drinking fountains and supply lines, pulls and resets fixtures and cleans drain lines.
7. Operates and maintains steam or hot water boilers, water heaters, compressors and other pressure vessels in accordance with MN statutes. Troubleshoots pneumatic and direct digital controls and relays. Inspects and repairs boiler room pumps. Cleans and inspects boiler tubes and plates.

8. Fabricates parts needed for building repairs utilizing grinders, drills, cutting torches, band saw, mills, welding equipment, lathes, calipers, etc. Repairs and maintains playground equipment
9. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Vocational/Trade/Technical School Training		
less than high school diploma		Major field of study or degree emphasis: HVAC, Plumbing or related trades training		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
2nd year graduate level				
		<ul style="list-style-type: none"> • Knowledge of the fundamentals, practices, and techniques involved in the repair, installation, troubleshooting and maintenance in assigned areas of responsibility. • Knowledge of state and federal codes and/or statutes pertaining to areas of responsibility. • Knowledge of hand, power, and equipment/materials applicable to trade and required to perform repair and service needs. • Knowledge of all safety precautions, safety equipment and risk management procedures pertaining to specific duties and responsibilities of the work. • Principles of heating and cooling systems operation pneumatics lock systems, mechanical and plumbing systems. • Fundamentals of general repair and maintenance activities associated with general carpentry, mechanical and electrical activities. 		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year related skilled maintenance and repair experience.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Class B Driver's License; 2 nd Class Boiler License; EPA Refrigerant Certification		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Prioritizing work orders and projects. • Troubleshooting, repairing, replacing and/or servicing mechanical, HVAC, electrical, carpentry and plumbing issues and needs. • Ability to work independently with minimal supervision. • Operating and using hand and power tools, welding equipment, soldering equipment, testing equipment, lathes, milling equipment, etc. applicable to trade. • Operating all equipment, machinery and systems necessary in performance of the job including steam boilers, pneumatic controls and all associated components. • Following safety and risk management procedures while performing projects. 		



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs		X		
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Heavy Work:

Exerting up to 100 pounds of force occasionally, up to 25 pounds frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Work performed involves exposure to unusual elements, such as dirt, dust, fumes, smoke, heat, and/or loud noises. Operates and handles power tools (saws, drills and general carpentry tools). Will handle hazardous substances, operate tools and caustic chemicals involving exposure to potentially dangerous materials and situations that requires following safety precautions and may include the use of protective equipment.



SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head’s Signature **Date**

Classification History:
Created classification description 4/2016 BCC

