

Job Title: Maintenance Equipment Specialist
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director II
FLSA Status: Non Exempt
Salary Schedule: MN Lane 07



SUMMARY

The Maintenance Equipment Specialist is responsible for repairing and maintaining Washington County School District facilities and equipment using general knowledge by performing the following duties with minimum direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Regularly services and maintains emergency backup generators throughout WCSD, including, but not limited to:

- Ensuring batteries are charged and in good working condition
- Ensuring engine oil is clean and at the proper levels
- Cleaning and replacing air filters
- Ensuring generators will start and run properly in the event of a power failure/interruption and monthly inspections
- Must oversee annual generator load bank test.

Services and maintains air compressors.

Repairs and maintains custodial equipment including, but not limited to, auto scrubbers, floor burnishers, slow speed scrubbers, carpet extractors, vacuums, chainsaws, blowers, and trimmers. Maintains and inventories shop tools and equipment as well as manages the yearly inventory program.

Reads electrical system and hydraulic system schematic diagrams.

Maintains and replaces large DC battery systems.

Interprets and understands work orders, plans, and specifications, or instructions received from the supervisor.

Communicates and coordinates work with other maintenance personnel as necessary.

Maintains accurate work order records and parts inventory.

Uses and maintains all hand tools and equipment required for the work desired.

Performs general maintenance duties upon the request of the Maintenance Director II. Maintains tool room, maintenance yard and shop. Making sure these areas are safe, clean and orderly.

Manages district signage.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have working knowledge of the following:

- *Four cycle engines And two cycle engines*
- *Propane fueled equipment such as generators and floor burnishers*
- *AC and DC Electrical Systems*
- *Hydraulic Systems*

Must have knowledge of the correct repair procedures and service techniques for four cycle two cycle and Diesel engines

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience working with the necessary specialized tools.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification in 2 cycle, 4 cycle, diesel engines or custodial equipment is beneficial and preferred.

Must have and maintain an active Utah Commercial Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must

regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Prepared By: Maintenance Coordinator II		Date: 09/06/2018
Approved By: Assistant Director, Human Resources		Date: 09/07/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Maintenance Director II
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Maintenance Director II
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	