



Job Title: Special Systems Technician
Department: Physical Facilities & Maintenance
Reports To: Maintenance Coordinator II
FLSA Status: Non Exempt
Salary Schedule: MN lane 08

SUMMARY

The Special Systems Technician is responsible for all health safety systems in Washington County School District as well as intercom, fire systems, alarm security systems, telephone systems, kitchen equipment, and shop equipment.

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.*

Coordinates with WCSD Building Official to make sure all life safety systems are up to the newest codes.

Bids and supervises all elevator inspections and repairs.

Inspects all fire extinguishers and fire alarm systems in the district and responsible for their maintenance and repair. Maintains all smoke detectors and related items.

Directs testing, repair, and replacement on all fire sprinkler systems in the school district.

Supervises all telephone systems, intercom systems, and theatrical systems in the district and be responsible for their maintenance and repair.

Works with the District Food Service Supervisor on all repair and replacement of kitchen equipment and training for that equipment.

Supervises the cleaning and repair of kitchen tools.

Coordinates with Custodial Supervisor on training of custodians on all related special systems and equipment.

Works with CTE Director on shop equipment replacement and repair.

Participates in the planning committee for new and existing facilities.

Works yearly with the Maintenance Coordinator and Physical Facilities Coordinator on priorities and budgets.

Coordinates yearly bids, as needed.

Assists the Physical Facilities Coordinator with site utilities mapping. Coordinates all school emergency mappings/drawings.

Maintains membership on the Safety Security Committee. Works on the security committee and assist schools in the installation of camera systems.

Attends meetings, seminars, and schooling as needed.

Works with State Risk Management and state and local Health Departments.

Works with local government officials dealing with special type systems.

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.*

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 work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

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

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have one or more of the following:

- Utah DOPL Journeyman Electrician License
- Utah DOPL Journeyman or Master Plumber License
- Utah HVAC Technician License
- Utah Fire Alarm Technician Certification

Must have and maintain a valid Utah Driver's License.

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 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 stand, walk, 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 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. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, risk of electrical shock, and 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: Facilities Director			Date: 01/13/2005
Approved By: Executive Director, Human Resources			Date: 01/19/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Executive Director, Physical Facilities & Secondary Ed	Date: 04/12/2017
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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:	