



## Job Description Facility Maintenance Technician

**Job Type/Classification:** Facility Maintenance Technician

**Compensation:** Facility Maintenance Technician column of Maintenance or Operations Salary Schedule

**Reports to:** Department Manager or designee

### Position Summary:

The Facility Maintenance Technician performs a variety of general maintenance repairs to ensure facilities are safe and support an enriching educational environment for our students, staff, and community. The Technician applies best practices to complete repairs safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

### Essential Duties and Responsibilities:

- Performs a variety of semi-skilled tasks requiring basic facility and equipment maintenance skills
- Maintains various facility systems which may include but are not limited to:
  - Ballast, switch, and receptacle replacements
  - Window systems, including graffiti film
  - Roof leak detection and minor repair
  - Flooring and walls
  - Plumbing repairs, including sewer/drain rooting
  - HVAC systems, including filters, belts, and water treatment
  - Fire and security systems
  - Graffiti removal and touch-up painting
  - Concrete, asphalt, and other hardscape systems
- Performs service and repairs on various fixed and portable equipment which may include but is not limited to:
  - Exhaust fans
  - Refrigerators and freezers
  - Warmers
  - Various shop equipment
- May assist Journeyman Trades workers with larger projects or those requiring higher skills
- May guide, inform, support or review the work of others, including contractors as appropriate
- Follows appropriate policies and procedures to ensure a clean, organized, and safe work environment that efficiently uses resources to meet customer and San José Unified needs
- Safely operates and maintains San José Unified vehicles, equipment, and tools as appropriate
- Utilizes technology appropriately to complete job tasks efficiently and in alignment with San José Unified procedures
- Communicates effectively and maintain cooperative relationships with staff, community members, and students
- Collaborates with others to accomplish school, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned

### Qualifications:

#### Education and Experience

- Completion of 12th grade or equivalent preferred
- Relevant training and experience in building and equipment maintenance preferred

### Licenses and/or Certifications

- California driver license
- Passage of San José Unified test

### Knowledge, Skills and Abilities

- Methods, materials, tools, and equipment appropriate to the areas of responsibility
- Knowledge of occupational hazards and safety precautions appropriate to the areas of responsibility
- Ability to learn, interpret, and apply policies and procedures appropriate to the areas of responsibility
- Ability to work from sketches, drawings, and specifications
- Ability to apply sound judgment and complete quality repairs and services
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform strenuous physical labor, and lift heavy items up to 100 pounds
- Ability to follow oral and written directions and work collaboratively
- Willing and able to learn new skills or improve ways of doing work
- Speak, read, and write English

### **Terms of Employment:**

As outlined in the Collective Bargaining Agreement

### **Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

### **Board Approved:**