

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Building Maintenance Technician

Department: Maintenance

Grade H
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2023

Reports To: Team Leader

Purpose of Job

The purpose of this job is to provide comprehensive and skilled building maintenance, safety, security, and carpentry services for the school system. Duties include, but are not limited to: renovating, locksmithing, repairing and/or replacing doors, windows and roofs, high-security locks, hardware, steps, ramps, installing teaching aids, providing preventative maintenance, and performing additional tasks as assigned by the supervisor.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to work requests from Building Maintenance Dispatcher.

Responsible for all aspects of roof repairs, troubleshoots to identify and locate leaks, and performs the repair in accordance with manufacturer recommendations.

Must have basic understanding of air quality issues.

Underpins and constructs stairs and handicap ramps for the portable classrooms to satisfy ADA codes.

Trained and certified as a locksmith. Responsible for all locks, door hardware, key cabinets and closures. Disassembles and reassembles multiple types of lock cylinders.

Installs high-security locking systems (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining safe and secure facilities.

Installs and replaces screens, dry-erase boards and maps; paints walls and doors. Services and repairs bleachers. Installs/Repairs ceiling grid and tiles and sheetrock walls and ceilings.

Utilizes various hand and table tools in the delivery of services including, but not limited to: circular saw, jig-saw, drill, tile cutter, able saw, band saw, planer, and bucket lift. Performs minor welding to repair facilities when needed.

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Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

Additional Job Functions

Effectively and professionally communicates with school staff.

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) and Vocational or technical school training required with experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job of Building Maintenance Technician. Has general knowledge of building maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to operate a variety of hand and table tools etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE:

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date