



Facilities Maintenance Technician Job Description

Job Title: Facilities Maintenance Technician

Work Year: 230 Contact Days/Year (1 Jul – 30 Jun)

Reports To: Assistant Director of School Operations and Organizational Development

Direct Report(s): Facilities Maintenance Manager (FM)

Position Summary

Assists with providing technical expertise and manual skill in the inspection/evaluation, servicing and repair/maintenance of school buildings, grounds, equipment and furnishings.

Minimum Qualifications and Expectations:

- High School Diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health screening requirements
- Meets expectations of the background check for working in a school environment.
- Embodies ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, Governing Council policies and Administrative guidelines/procedures as outlined in the MPCS Employee Handbook.
- Ability to establish working relationships with co-workers and function as part of a cohesive School team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to comply with environmental, health and safety laws/regulations, building codes and ADA accessibility guidelines.
- Ability to use blueprints/schematic diagrams.
- Skill/experience maintaining School building, grounds and related systems
- Basic skill and /experience in maintenance/repair & procedures – appliance repair, mechanical, electrical, plumbing, carpentry, masonry, etc.
- School or closely related building maintenance experience.
- Preferred Facilities Maintenance Training and/or certification
- Ability to manage support staff professionally and with high expectations
- Ability to use computers for scheduling, documentation, receiving competitive bids and communications.

Specific Duties:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions:

- Performs maintenance duties. Installs equipment within reason. Repairs structures, windows, doors, equipment and furnishings. Takes the initiative to perform routine responsibilities independently.
- Advances the School's professional image. Maintains open and effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers School policy interpretation and Faculty requests and other project-related inquiries to Facility Manager for approval.
- Assists as needed to facilitate community participation in school activities, stewardship days, fairs and festivals.
- Helps the Facility Manager develop short/long-range project/s recommendations.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves and arranges furnishings, supplies and equipment as directed.
- Performs repairs. Avoids disrupting school-day building activities except during emergencies. Confers with the Facility Manager to schedule major repairs and ensure compliance with Colorado Department of Fire/Safety codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Performs routine grounds keeping activities – grass mowing, trims trees/shrubs, fence repairs, weeding etc.
- Maintains playground areas and equipment as directed.
- Performs snow removal operations and directs others where needed arriving early when needed.
- Performs routine preventive maintenance activities – lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes lights, prepares items for storage, etc.
- Picks-up and delivers equipment, materials and other supplies as directed.
- Checks weekly/daily schedule and coordinates preparation and clean-up activities for School Campus events, assemblies, festivals and fairs.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors Facility/building conditions. Reports suspected problems and/or unsafe conditions – unusual odors, discolorations, noises, leaks, etc to Facilities Manager.
- Assists and prepares for fire, health and safety drills and inspections. Monitors safety equipment – electrical, lighting, alarm systems, etc.
- Maintains clear routes for emergency egress – anticipates within structures as well as outside of campus buildings – fences, gates, doorways, etc.
- Takes appropriate action to protect School property. Ensures that School campus buildings as well as job sites are secured at the end of the day.
- Responds to campus emergencies as needed.
- Helps uphold security procedures. Assists groups or individuals renting school building/s as directed by Facility Manager or designee.
- Directs visitors to the Main Administration Building Offices when necessary.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions and other concerns to Facility Manager.
- Take precautions to ensure safety. Watch for conduct/situations that may indicate a problem.
- Works with Facility Manager and all School staff members where needed to manage or eliminate risk factors.
- Performs other specific job-related duties as directed by Facility Manager or designee.
- During summer break, remove garbage from Main & Upper School Offices or other spaces as directed each day to maintain cleanliness throughout the summer.

Abilities & Behaviors Required:

The following personal characteristics and skills are important to the successful performance of the assigned duties:

- Works efficiently and prioritizes tasks to meet deadlines with limited supervision but communicates and collaborates often with Facilities Manager.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Takes initiative to inspect grounds and prioritizes work to ensure campus is ready for students every day.
- Effectively uses active listening, observation, reading, verbal, nonverbal and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to Facility Manager vis-à-vis civil authorities as required by law.
- Participates in staff meetings & professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct & School values.
- Maintains professional appearance. Wears work attire appropriate for the position—no clothing marked with promotional logos, media identifiers, etc.
- Reports problems related to the quality of custodial staff and/or company to maintain clean, sanitary classrooms and buildings.

Safety & Conditions

Working Safety is essential to job performance. Employees must exercise caution and the environmental conditions comply with standard safety regulations and School procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.
- Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment. (i.e. move large furniture and appliances).
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, confined spaces, elevated locations and/or variable/diminished lighting.
- Working in proximity to moving mechanical parts.

The physical demands, work environment factors, and mental functions 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.

Physical Demands:

This position may experience exposure to contaminants from bodily fluids due to contact with sick or injured students. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, or smell. The employee may be required to sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move

up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Functions:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate.

Work Environment:

While performing the duties of this job, the employee will be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Equal Employment Opportunity

The Mountain Phoenix Community School Governing Council is an equal opportunity employer. This position description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.