

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Preventive Maintenance Technician I (W76)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 4
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/1/15</u>
Original date: <u>11/95</u> Revised: <u>01/05</u> Revised: <u>05/10</u> Revised: <u>07/15</u>	

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services, coordinator and facility HVAC technician senior, the **Facility Preventive Maintenance Technician I** performs a variety of semi-skilled preventive maintenance procedures on building mechanical equipment, including HVAC units and motors, dust collectors, compressors, pressure vessels, exhaust fans, drinking fountains, refrigerators, variable frequency drives (VFDs), etc.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Perform a variety of skilled preventive maintenance procedures on building mechanical equipment, including HVAC units and motors, dust collectors, compressors, pressure vessels, exhaust fans, drinking fountains, refrigerators, variable frequency drives (VFDs), etc.
- Inspect, check, adjust, clean, grease and/or replace belts, filters, coils, pulleys, sheaves, fluid levels, bearings, seals, etc.
- Conduct basic diagnostics and troubleshooting on HVAC equipment. Operate pneumatic controls as needed.
- Completes assignments in a cost efficient and timely manner.
- Keeps equipment in proper and safe working order.
- Provides support services for other facility trades as assigned.
- Provide support to other facility areas as needed.
- Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one year of previous preventive maintenance work experience with demonstrated competence or any equivalent of experience and related education.
- Must demonstrate competence in reading, writing and math.
- Requires strong interpersonal skills. Has limited interaction with other department administrators, school administrators and staff, custodians and some District administrators.
- Requires ability to communicate clearly.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Ladders, lifts, tools and equipment used to diagnose, repair, construct and perform trade related work.

**Physical Requirements – Not limited to the following:**

- Occasional ladder climbing, bending, squatting, kneeling, gripping, pinching and overhead work.
- Occasional repetitive lifting up to 30 pounds and lifting from floor to waist up to 50 pounds.
- May use chemicals that are potentially hazardous. Work will involve some hazard in the possible exposure to electrical shock.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*