



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

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**TITLE:**

Facilities Maintenance Technician

**JOB SUMMARY:**

Maintaining and improving the district's buildings and grounds, ensuring that school facilities are clean, safe, and functional for students, staff, and visitors.

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Valid driver's license with a good driving record.
3. Certification or experience in general maintenance, carpentry, electrical, plumbing, or groundskeeping is preferred.
4. First Aid/CPR certification is preferred but not required.
5. At least 2-3 years of experience in general facilities maintenance, groundskeeping, or a related field, preferably within a school or commercial environment.
6. Experience with landscaping tools and equipment (mowers, trimmers, blowers) and grounds maintenance.
7. Knowledge of safety procedures related to maintenance and groundskeeping tasks.
8. Strong problem-solving skills and ability to troubleshoot building systems and equipment.
9. Ability to safely operate a wide range of maintenance and landscaping equipment, including mowers, trimmers, snow removal equipment, and power tools.
10. Good physical stamina and ability to perform manual labor in various weather conditions.
11. Strong communication skills and the ability to work effectively with staff, students, and external vendors.
12. Ability to prioritize tasks and manage time effectively to meet deadlines.
13. Attention to detail and a commitment to providing a safe and clean environment.
14. Ability to lift and carry heavy materials (up to 50 lbs).
15. Ability to bend, kneel, crouch, climb, and work in varied environments, including outdoors in all weather conditions.

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16. Manual dexterity for handling maintenance tools and equipment.
17. Ability to work on ladders and at heights when necessary.

**REPORTS TO:**

Facilities Director

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Perform routine maintenance, repairs, and installations in school buildings, including electrical, plumbing, carpentry, HVAC, and other systems.
2. Conduct preventive maintenance inspections and repairs of equipment, HVAC systems, lighting, plumbing fixtures, and other building systems.
3. Respond to and address maintenance requests from staff and administrators promptly, ensuring minimal disruption to school activities.
4. Repair or replace furniture, fixtures, doors, windows, and other school assets as needed.
5. Perform routine checks of fire alarms, safety equipment, and emergency lighting systems to ensure compliance with safety standards.
6. Maintain and care for the school's outdoor spaces, including lawns, sports fields, walkways, playgrounds, and landscaping.
7. Mow, trim, and edge lawns; plant, water, and maintain shrubs, trees, and flowers; and keep outdoor areas free of debris.
8. Ensure that parking lots, sidewalks, and other outdoor areas are clean, safe, and accessible.
9. Maintain outdoor irrigation systems, ensuring proper functioning and efficiency.
10. Assist with snow removal, salting, and sanding of walkways, parking lots, and other outdoor areas during winter months.
11. Ensure compliance with all local codes, safety standards, and regulations in maintenance tasks.
12. Maintain a clean and organized work environment, and follow safety procedures while using equipment and tools.
13. Report any unsafe conditions or issues that could pose a risk to the safety of students, staff, or visitors.
14. Assist with setting up and taking down equipment for school events or activities, such as assemblies, meetings, or sports events.

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15. Help with custodial duties as needed, including cleaning or maintaining high-use areas, when the custodial team requires additional support.
16. Work closely with other maintenance staff, administrators, and outside contractors to ensure that maintenance projects are completed on time and within budget.
17. Maintain accurate records of maintenance tasks, repairs, and inspections performed.
18. Assist with long-term planning for school facility improvements and report any issues or areas requiring attention.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

**LEGAL REFERENCE:**

*I.C. § 33-512 Governance of Schools*

*I.C. § 33-1210 Information on Past Job Performance*

*Board Approval Date:*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_

