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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action  \_\_\_\_\_

Item: New Maintenance Tech Position

Submitted by: Tim Peraino

Date: 7/17/23

Recommended by: Kevin Philipps

Board Meeting Date: 7/24/23

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### **RECOMMENDATION:**

It is recommended that the Kent ISD board approve the addition of a 1.0 FTE Maintenance Tech position to support the additional Center Program buildings we have recently acquired in Sparta and Wyoming.

### **BACKGROUND:**

With the additions of the Empower U buildings in Sparta and Wyoming, our square footage of Center Program building space has increased. In addition, we will now be maintaining the space in Wyoming occupied by our Adult Education program. This program was previously maintained by Wyoming Public Schools. This position will report through the Facilities Supervisor for Center Programs.

## **Kent ISD**

**TITLE:** Maintenance Technician

**CLASSIFICATION:** Classified

**REPORTS TO:** Maintenance and/or Facilities Supervisor

**TERMS OF EMPLOYMENT:** 12-month position subject to all rules and regulations covering classified personnel

**POSITIONS SUPERVISED:** None

**BROAD STATEMENT OF RESPONSIBILITY:** Responsible for maintaining the assigned district's property in such a state of operating excellence so that full educational use of facilities can be realized.

**JOB FUNCTIONS:** The Maintenance Technician is responsible for providing the necessary ability to keep assigned buildings safe, functional and secure in accordance with prescribed codes and established District policies and standards.

### General Responsibilities:

1. Other skills and abilities
  - a. Shall be adaptable to working around children and adults
  - b. Shall possess skills maintaining school buildings in a manner acceptable to the general health and safety standards of school buildings

### Basic Understanding in the following areas:

1. School Board Policies and Administrative Guidelines
2. School district emergency procedures
3. School public relations
4. Role and function of public schools in the community
5. Constructive working relationships with supervisors, fellow workers, general public, visitors, and students
6. Building construction and repair knowledge
7. Use of hand tools and other construction trade tools

## Essential Duties

1. Responsible for specific repair and maintenance of all District facilities including the installation and/or repair of the following:

Plumbing	Vehicles
Electrical	Boilers
Hardware	Welding
Masonry	Roofs
Carpentry	Engines
Equipment	Heating/Refrigeration Equipment
2. Takes instruction from Maintenance and/or Facilities Supervisor verbally or in writing
3. Responsible for preparation and service necessary for events and activities
4. Personally make routine repairs and/or reports needed repairs to Maintenance and/or Facilities Supervisor
5. Clean and maintains all spaces in a professional manner
6. Projects a positive image for Kent ISD whenever in contact with the public, guests, or visitors on or off school property
7. Works closely with Custodial Supervisor, Maintenance Supervisor, Facilities Supervisor and Director of Facilities to be preparing for scheduled and unscheduled activities
8. Works closely with maintenance team to provide excellent service
9. Maintains building and grounds security by securing doors and windows of the building each school day, during special events or when directed
10. Maintains work related records and prepare various reports as directed
11. Performs such yard chores as grass cutting, tree trimming, shovel snow and salt walks and drives as needed and waste removal as requested to maintain the school grounds in a safe, clean, and attractive condition as directed
12. Repair and report hazardous conditions immediately to the Maintenance Supervisor and/or Facilities Supervisor
13. Repair and report damage to the building or grounds to the Maintenance Supervisor and/or Facilities Supervisor
14. Required use of ladders or man lifts in the course of the daily duties for service work of equipment and fixtures
15. Regular, reliable and punctual attendance
16. Be on call as needed for emergency repairs, overtime, or special needs falling outside of the normal working hours
17. The ability to complete your daily work, plus accommodate the students, parents, administration, and staff
18. There is a high probability that contact with Blood Borne material will occur within your daily duties
19. All duties and procedures are to be performed within health safety standards as per OSHA and/or MIOSHA

20. Other duties as assigned by the Maintenance Supervisor and/or Facilities Supervisor

### Qualifications/Training

A person to be eligible for employment as a maintenance technician shall have the necessary knowledge, skills and experience to complete work in an efficient manner including all items listed below. The person must have the ability to operate, maintain and make adjustment to various types of equipment as needed.

1. Ability to establish and maintain effective working relationships with students, staff, and community
2. Ability to effectively communicate in both written and spoken English language
3. High school diploma or G.E.D.
4. Possess a valid Michigan drivers license, CDL preferred
5. Possess one or more licenses in building trades (electrical, HVAC, plumbing, or refrigeration) - preferred
6. Ability to accept and learn new processes, technology, or techniques
7. Ability to meet physical demands of the position
8. Desire five (5) years of experience in facility maintenance
9. Ability to operate and maintain all district equipment, ie; vehicles, mowers and heavy equipment
10. Expectation of continual improvement in skill development through training ie; workshops, seminars or conferences

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, packing and unloading trucks. Occasionally the employee will lift and/or move 80 pounds, such as salt and furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Shall be able to perform the following physical levels:

ESSENTIAL FUNCTIONS

CONSTANT:                   ACTIVITY PERFORMED 67-100% OF TIME PER DAY  
 FREQUENT:                   ACTIVITY PERFORMED 24-66% or 2/3 OF DAY  
 OCCASIONAL:               ACTIVITY PERFORMED 10-30% or 1/3 OF DAY  
 RARE:                         ACTIVITY PERFORMED 1-10% or 1/6 OF DAY

	RARE	OCAS.	FREQ.	CONST.
FLOOR TO WAIST LIFT	100#	80#	50#	25#
WAIST TO SHOULDER LIFT	80#	40#	20#	10#
OVERHEAD LIFT	40#	20#	10#	
HORIZONTAL LIFT	80#	45#	25#	10#
CARRY     Front carry	50#	35#	25#	
PUSH       Horizontal tractive Force	40#	35#	25#	12.5#
PULL       Horizontal tractive Force	40#	35#	25#	10#
POWER GRIP				
Right	19#	16#	10#	5#
Left	19#	16#	10#	5#
REACH				
Overhead				
Right			X	
Left			X	
Lateral			X	
SQUAT				
Sustained			X	
Repetitive			X	
BEND			X	
HEAD/NECK				
Flexion			X	
Rotation			X	
Static flexed position			X	

GOALS:           Will provide annual goals through Growth Focused Appraisal and review bi-annually with supervisor.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.