

**Browning Public Schools  
JOB DESCRIPTION**

Effective: September 5, 2002; Revised: November 9, 2017

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## **Maintenance Technician**

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### **Summary of Functions**

Coordinates and performs general maintenance work, in a safe manner, at all school facilities with emphasis in one or more of the following areas of specialization: ground keeping, carpentry, electrical, general laborer, heating, locksmithing, painting and plumbing. May perform all types of maintenance work as necessary to successfully complete maintenance projects and ensure continued functionality of school district buildings, structures and grounds. During school breaks, including summer, may work in tandem with custodians to perform prepare buildings for returning staff and students.

### **Essential Duties and Responsibilities**

#### ***Areas of Specialization***

For the following area(s) of specialization indicated for hiring or assignment, performs and conducts all functions (a) applicable to the area(s) of specialization according to prevailing trade or industry practices, (b) necessary for constructing, remodeling, renovating, demolishing, maintaining and repairing buildings, structures, and fixtures of the district, and (c) which may include some overlap into other trades or areas of specialization:

1. Carpentry – Serves as carpenter and performs and conducts all functions relating to the carpenter trade. Constructs and repairs structural and trim woodwork, wall and ceiling paneling, doors, door frames, glass work, window frames, staircases, stair treads, and related hardware. Assembles and repairs furniture and equipment as needed.
2. Electrical – Serves as electrician and performs and conducts all functions relating to the electrical field. Assembles, installs and/or repairs a wide range of electrical equipment such as power circuits, lighting systems, switch gears, transformers, starters, controllers, fuse boxes, wiring.
3. General Laborer – Serves as laborer and performs and conducts all functions relating to the laborer trade including groundskeeping. Assists and supports the work of other areas of specialization; oversees conditions of district grounds, as assigned, and performs required maintenance such as snow removal, sprinkling, mowing, trimming, seeding, fertilizing, seeding, trash and debris removal and disposal. Installs, repairs, and replaces fencing. Uses cutting torch and welder to repair steel materials, fixtures and equipment.
4. Heating – Serves as boiler operator/heating specialist and performs testing, troubleshooting, adjustments, maintenance, replacements including boilers and related parts, cables, wiring, monitoring including control settings and direct digital controls (DDC) via remote computer software and all related functions for boilers and heating systems in the district.
5. Locksmith – Serves as locksmith and performs and conducts all functions relating to locksmithing. Manages and administers all aspects of the district locksmith program. Assesses program needs and submits recommendations to supervisor. Removes, repairs

and replaces locks as needed. Secures and controls all district locks, keys, and related parts. Processes key requests, checks out keys, and maintains related records. Prepares billings for lost keys and forwards to supervisor. With appropriate training, maintains and replaces locking mechanisms for vault doors.

6. Painting – Serves as painter and performs and conducts all functions relating to the painting trade. Keeps current in types of paint and solvent products as to characteristics, expected life, costs, etc. Prepares surfaces including drywall installation or repair, applies paint in sufficient coatings, hangs wallpaper, and performs all incidental work required for the project.
7. Plumbing – Serves as plumber and performs and conducts all functions relating to the plumbing trade. Assembles, installs, repairs and clears pipes, fittings, water and drain fixtures including valves, controls, toilets, urinals, sinks, traps.
8. Groundkeeper – Serves as the primary groundskeeper for district property. Provides lawn care and maintenance (sprinkler, irrigation systems), sweeping, fencing, and assists trash removal. Provides daily up keep and maintenance of the grounds.

### **General**

1. Clothing – While on duty, wears clothing issued by the Maintenance Department for easy identification while working in district buildings and on its premises and as needed for safety purposes. Keeps such clothing clean and in good condition at employee's own expense.
2. Cooperation – Works effectively as a member of the Maintenance Department and as a district employee in carrying out departmental and district goals and objectives. Provides assistance as needed.
3. Equipment – Operates maintenance vehicles, machinery, equipment and tools as needed. Ensures that such equipment is ready for use by checking and replenishing fluid levels, performing minor repairs and notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps assigned vehicle clean with spare parts and supplies organized and secured.
4. Meetings – Attends and participates in departmental and other meetings as required.
5. Public Relations – Establishes and maintains good relationships with co-workers, district personnel, students, parents, suppliers, contractors, and the public.
6. Reporting – Provides progress reports, verbal and written, regarding the status of uncompleted projects and other reports to the supervisor as required.
7. Safety – Observes and complies with safety rules and regulations. Assesses risks of injury and takes appropriate steps to mitigate or eliminate such risks. Uses proper safety equipment and supplies, including protective clothing, as required by such rules and regulations.
8. Training - Attends training sessions, at BPS expense, as directed by the supervisor and submits to testing and licensing as a result of such training. Must complete training in "Right to Know" relating to hazardous materials at the first date offered by the district following hiring unless previously qualified. Provides training to co-workers as needed and ensures that their on-the-job training conforms to work standards and project requirements.

9. Emergencies – Responds to emergency calls for assistance relating to district facilities or maintenance operations and reports to work as needed.
10. Shop – Keeps shop and storage areas clean and well organized.
11. Shift – Although the Maintenance Department normally follows a Monday-Friday day shift, individual shifts may be temporarily altered by the supervisor to after hours, nights, weekends, or early morning hours.
12. Common assignments
  - A. *Heating & A/C systems.* Following appropriate training, may also be assigned to maintain heating, ventilation and air conditioning systems in district buildings including inspection, adjustments, filter replacements, minor repairs, and reports problems to the supervisor.
  - B. *Boiler operator.* Following licensing as a boiler operator, may also serve as boiler operator performing testing, troubleshooting, adjustments, maintenance and replacements of boilers and related parts, cables, and wiring.
  - C. *Weather related.* Performs functions to restore district premises following disruptions caused by weather such as snow, ice, flooding, wind damage, etc.
  - D. *Moving objects.* Following appropriate training, may be temporarily assigned to assist in moving objects such as office furnishings, equipment, boxes, cabinets, etc. Wears safety belts and utilizes carts and dollies to avoid heavy lifting. Exercises care to avoid personal injury and property damage.
13. Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

### ***Projects***

1. Planning – Inspects site as needed and evaluates requirements for project and plans accordingly. Determines estimated costs and scheduling for assigned projects for review with supervisor. Examines building and fire codes to determine requirements and ensure compliance.
2. Coordination – Notifies building administrators of projects that may be disruptive to their normal operations in advance; conducts maintenance work in coordination with other needs of the Maintenance Department and with other district staff and independent contractors to avoid conflicts that may delay prosecution of projects, disrupt ongoing operations, or create additional costs or lost time.
3. Organization – Prepares work to reduce cleanup and clutter. Maintains work site in an ordered and organized manner.
4. Materials – Organizes, inventories, orders, obtains and assembles necessary materials and supplies for project and delivers to site. Controls materials and supplies to avoid damage, loss or waste. Returns unused materials and supplies to designated storage or to supplier for credit as directed.
5. Installation – Installs materials according to plans and specifications as applicable to achieve results that meet or exceed good quality workmanship.

6. Inspection and testing – In compliance with applicable standards, inspects and tests the finished work and corrects any resulting defects.
7. Cleanup – Removes, secures, and disposes of waste and debris including hazardous waste products in accordance with safety requirements.

### **Organizational Relationships**

Supervised by and reports to Director of Maintenance. May oversee temporary workers and students in performing work for the department.

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ High school diploma or equivalent
- ☐ Two (2) years experience/education in building maintenance/construction operations including a minimum of one (1) year in the area(s) of specialization indicated in the position announcement
- ☐ For boiler operator/heating specialist, in addition to other qualifications, must have current Montana Boiler Operator certificate, good working knowledge of low pressure steam and hot water boiler systems, good troubleshooting skills with electrical, pneumatic, and direct digital controls (DDC), and computer skills to operate DDC systems
- ☐ Valid Montana driver's license
- ☐ Good communication and organization skills
- ☐ Ability to work with others and without close supervision
- ☐ Ability to handle details accurately and to achieve good quality workmanship
- ☐ Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather
- ☐ Ability to operate heavy equipment and small machinery (e.g., backhoe, sweeper, snow blowers/plow, lawnmower, forklift, etc.)
- ☐ Good work habits

**Desirable Qualifications** – (1) Experience/education in building maintenance/ construction and heavy and light equipment, and/or the indicated area(s) of specialization beyond the minimum shown above; (2) if licensing or certification is available for the indicated area(s) of specialization, possesses such license/certification or is currently qualified and otherwise eligible to obtain it within the probationary period; (3) knowledge or familiarity with building, fire and safety codes and regulations.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*