

# Vacancy Notice

<b>Job title</b>	<i>Maintenance Technician</i>
<b>Reports to</b>	<i>Maintenance Foreman</i>
<b>FLSA Status</b>	<i>Non-Exempt</i>

<b>Classification:</b> Classified	<b>Term of Employment:</b> 12-month position
<b>CPI Job Code:</b> 456 Maintenance Personnel	<b>Salary Scale:</b> 163

## Duties and responsibilities

Maintains and operates building, grounds, equipment, etc. This position will work within the Maintenance Department to complete daily work orders, preventative maintenance work orders, and emergency calls. Will be the subject matter expertise in plumbing (license is NOT required) and a good working understanding of commercial mechanical systems, including but not limited to HVAC, electrical, fire alarm, fire sprinkler, kitchen refrigeration and heating equipment, and other miscellaneous commercial systems. This position does not necessarily require a journeyman or master's license, but it is not discouraged. This position will perform all areas of maintenance, including but not limited to HVAC, electrical, plumbing, fire safety, drywall, painting, carpentry and other similar tasks.

- Subject matter expertise in commercial plumbing
- Working knowledge of commercial mechanical systems is required
- Perform repairs and maintenance on a/c units
- Perform repairs on refrigeration equipment
- Safely repair the school's mechanical systems by using both power and hand tools
- Paint interior and exterior surfaces.
- Utilize carpentry skills to repair cabinetry, doors, hardware, sheetrock, and other surfaces
- Complete preventative maintenance checklists and carry out all associated repairs.
- Effectively communicate with other faculty and staff, both in written and verbal forms
- Utilize the school's maintenance work order program.
- Report all unsafe conditions to the Maintenance Supervisor or Director of Facilities
- Assist the Maintenance supervisor with all job related tasks.
- Uphold the values that are consistent with the mission of the school.
- Other duties as assigned by supervisor

## Qualifications

### Minimum

- High School Diploma or GED
- Valid Driver's License
- Experience in repairing a/c systems

### Preferred

- EPA Certification

### **Physical requirements**

- Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.
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### ***How to Apply:***

*Internal applicants, please send a cover letter and current resume to Human Resources Department attention Masha White or email to [mwhite@washington.k12.ga.us](mailto:mwhite@washington.k12.ga.us)*

*External applicants may submit a Washington County Board of Education application for employment, or resume, and three professional references to Human Resources Department attention Masha White or email to [mwhite@washington.k12.ga.us](mailto:mwhite@washington.k12.ga.us)*

*Classified Applications are available online at*

*<https://www.washingtoncountyschoolsga.org>*

***Position Open until filled***

*Washington County Board of Education is an Equal Opportunity Employer*