

Maintenance Specialist

Purpose Statement

The job of Maintenance Specialist is done for the purpose/s of directing maintenance; oversight of mechanical services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services while in compliance with established guidelines.

This job reports to Manager, Maintenance

Essential Functions

- Collaborates with internal and external personnel (e.g. administrators, vendors, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Directs and performs department operations (e.g. site repairs, preventive maintenance, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates building cleanliness for the purpose of working with building principals to ensure cleaning duties are complete.
- Inspects a variety of department-related operations (e.g. new construction, repair work, projects, equipment, work orders, custodial supplies, etc.) for the purpose of ensuring that jobs are completed efficiently and specifications are within regulatory requirements, and approving inspection reports.
- Participates in meetings, workshops, and seminars (e.g. staff meetings, regulatory updates, etc.) for the purpose of conveying and gathering information required to perform functions.
- Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches a variety of job-related topics (e.g. new products, laws, regulations, etc.) for the purpose of recommending purchases and maintaining district wide services.
- Responds to inquiries from a wide variety of stakeholders (e.g. staff, district personnel, other professional organizations, etc.) for the purpose of resolving problems, providing information, and referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment; planning and managing projects and programs; developing effective working relationships; preparing and maintaining accurate records; following and completing facility routine maintenance protocols.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; personnel processes; facility systems functions and operations; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 85% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

M