

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

MAINTENANCE TECHNICIAN

Program: Facilities
Supervisor: Facilities Manager

Job Summary: The maintenance technician will be responsible for the upkeep of school buildings and grounds and to keep Little Wound School campus a safe and attractive facility.

Duties and Responsibilities:

1. Work closely with the facility manager in coordinating preventive maintenance of building and grounds, complete work orders, and plan projects.
2. Performs various tasks in carpentry, plumbing, electrical and masonry projects as needed.
3. Maintains equipment and tools to keep in good working order.
4. Shovels snow from walks and spreads salt on walks to prevent ice buildup.
5. Performs interior and exterior painting as needed.
6. Assists groundskeepers with mowing, watering lawns, repairs, etc.
7. Assists in moving furniture/equipment and to appropriately discard old furniture/ equipment.
8. Inspects assigned areas to watch for and correct unsafe conditions.
9. Identifies supply and material needs and prepares purchase orders.
10. Arranges to take care of emergencies resulting from break-ins, vandalism, accidents or other damages.
11. Normally works a day shift but may be required to work overtime or odd hours in emergencies situations.
12. Assists in securing buildings.
13. Participate in training programs to increase individual skill and job proficiency.
14. Performs other duties as assigned which are in the scope of the job.
15. Adheres to LWS policies and procedures.
16. Under the direct supervision of the facilities manager.

Qualifications:

1. High School diploma or GED required with three years related experience.
2. Must have a good working knowledge of all aspects of facilities maintenance.

This job description in no way states or implies that these are the only duties to be performed by the employee. The Maintenance Technician will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Little Wound School reserves the right to update, revise or change this job description and related duties at any time.

REVISED June 2013