

# NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

## Maintenance Technician

### Purpose of the Job

Perform a variety of journey-level tasks in the building trades to maintain and repair the district's buildings, facilities and equipment.

### Essential Job Functions

1. Repair and replace building structural systems, doors, windows, stairways, hardware, sheetrock, etc.
2. Prepare, prime and paint the interior and exterior surfaces of buildings.
3. Repair and replace water, drain and waste lines to insure sanitary conditions. Familiar with various materials such as steel, copper, plastic, brass, etc.
4. Repair and replace miscellaneous piping components such as sinks, fountains, water closets, valves, etc.
5. Read and interpret blueprints to analyze building systems. Update existing blueprints as alterations and additions are made.
6. Adhere to departmental Standard Operating Procedures.
7. Perform other maintenance as necessary, which may include heavy lifting (up to 50 lb.)
8. Make temporary repairs to potential safety hazards.
9. Perform planned maintenance to include minor repairs on various types of heating/ventilation systems. (Excluding any Freon systems)
10. Knowledge of basic electricity and electrical troubleshooting.
11. Other duties as assigned.

### Qualifications:

#### **Education & Experience:**

1. Experience in repair and maintenance of large buildings, equipment and furnishings, preferably in an educational environment.
2. Direct experience in general building trades.

#### **Knowledge Skills & Abilities:**

3. Knowledge of safe practices, procedures and requirements relating to building trades.
4. Ability to work constructively within a diverse environment which includes district maintenance staff, administrators, teachers and students.
5. Ability to work with a minimum of direct supervision.
6. Good communications skills.

#### **Licenses, Certificates & Special Requirements:**

7. Valid Washington State driver's license.

### Reporting Relationship:

Reports to the Director of Maintenance & Operations or his designee.

### Conditions of work:

#### Union Affiliation:

SEIU

#### Job #

SEIU-M107

#### FLSA Status:

Non-exempt

#### Job History:

Created: 12/12/94, Revised: 8/24/04; 7-30-12  
(formerly General Maintenance Journey person).

#### Wage Range:

SEIU Wage Schedule

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Immediate Supervisor

Date

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Assistant Supt. Of Human Resources Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*