

# MID-OHIO EDUCATIONAL SERVICE CENTER

## JOB DESCRIPTION

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<b>Title:</b>	<b>Maintenance Technician</b>
<b>Reports To:</b>	<b>Facility Manager</b>
<b>Employment Status:</b>	<b>As Determined by the Facility Manager</b>
<b>Days:</b>	<b>As Determined by the Facility Manager</b>
<b>MOESC Salary Schedule:</b>	<b>Maintenance / Custodian</b>
<b>FLSA:</b>	<b>Non-Exempt</b>

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## QUALIFICATIONS

We are looking for a Maintenance Technician who is a thorough professional with a practical mind and attention to detail. This position is responsible for preserving the good condition and functionality of premises. This individual will perform maintenance tasks of great variety such as painting, HVAC installations, landscaping etc. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines.

- High school diploma or GED
- Reliable transportation (minimal travel required)
- Post-high school, vocational training or coursework in electrical maintenance, or machine maintenance preferred
- Trained in HVAC system controls
- Certified A.L.I.C.E. Trainer
- Two or more years work experience performing general labor or cleaning in a public or commercial building
- Five or more years in supervisory role, preferably in maintenance or custodial capacity
- Experienced in general maintenance, including and understanding of and/or experience in construction, carpentry, plumbing, electrical, and HVAC
- An Associate or Bachelor's degree with a major in maintenance, engineering or related field.  
OR
- Any combination of training and education along with a minimum of three years experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is equivalent to completion from high school or GED equivalent, and three years of skilled experience in maintenance and operations showing progressive responsibility
- Successfully pass BCI/FBI background checks

## **GENERAL DESCRIPTION**

To be a successful Maintenance Technician must be thorough, professional, with a practical mind and attention to detail. Responsible for supporting the daily operation activities of the entire facility, being the Mid-Ohio Conference Center (MOCC) and Mid-Ohio Educational Service Center (Mid-Ohio ESC), and its various tenants. Responsibilities include working to assist with the coordination of contractor work as needed in the Mid-Ohio Conference Center and Mid-Ohio ESC facilities. This can include but is not limited to; planning and scheduling for the HVAC system, security operations and cameras, and tending to tenant needs at Mid-Ohio ESC as well as satellite locations. The Maintenance Technician will assist the Facility Manager with other duties as assigned to maintain the buildings and common areas in the best possible condition to preserve the good condition of the Conference Center and Educational Service Center.

## **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for assisting the Facility Manger with all scheduling and performance of routine maintenance of fire systems, alarm and security codes and systems as well as all HVAC maintenance
- Performs all duties within health and safety standards as per OSHA and/or MIOSHA standards
- Responsible for assisting the Facility Manger with ensuring all MSD sheets are current
- Follows oral and written instructions including directions for mixing chemicals and understanding HAZ-MAT and MSDS sheets
- Properly and safely operates tools, equipment, motorized vehicles used in cleaning and moving heavy items
- Assists the Facility Manger Maintains with facility/tool room and equipment
- Performs necessary outdoor upkeep to maintain the grounds and parking lot
- Reports facility damage or hazardous conditions immediately to Facility Manager
- Assists the Facility Manger with inspecting the building and equipment for needed repairs and/or replacements
- Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels etc.)
- Assist in the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
- Maintain heating and plumbing systems to ensure functionality
- Inspect alarm systems (fire, protection) and schedule repairs when needed
- Perform manual repairs when necessary (fix locks, replace windows etc.)
- Performs systematic and routine maintenance

- Monitors in-door conditions for comfortable atmosphere
- Available to call for emergencies falling outside the normal working hours
- All other duties as assigned.

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Utilizes and applies problem-solving skills within scope of role
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Seeks to be a leader in technology integration
- Participates in professional development and training that relates to the position, including training provided by PublicSchoolWorks.
- Able to exert considerable to heavy physical effort for long periods of time while performing manual labor
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job but are not intended to provide an exhaustive list of physical demands. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions

- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

### **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 50 pounds)
- Operate standard office equipment including computers, word processing, spreadsheets and communication software

### **EVALUATION**

Performance of this job will be evaluated by the Facility Manager according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***