

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: General Maintenance Mechanic
Supervisor's Title: Foreman, General Maintenance
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Performs maintenance and minor repairs in the district facilities in such areas as carpentry, electrical, plumbing, painting, electronics, grounds, etc. Responsible for attending to and assisting with various emergencies. May be asked to assist trades in various tasks. Responsible for inventory of certain tools and supplies.

ESSENTIAL FUNCTIONS

Examples are but not limited to:

- Carpentry - must perform minor repairs of furniture, cabinets, doors and hardware. Installs equipment and materials such as pencil sharpeners, toilet paper dispensers, hand dryers, white (marker) boards, etc.
- Electrical - installs different types of lamps, replaces switches and receptacles on circuits rated under 300 volts. Replaces fluorescent ballasts. Identifies voltage levels and performs some trouble shooting of high and low voltage circuits (within limitation imposed by training). Performs preventive maintenance of fire protection systems, repairs and installs motors of all sizes.
- Plumbing - maintains mechanical systems by lubricating motors and pumps, changing bearings, shafts, squirrel cages, fan belts, cleaning coils, and changing filters. Testing and adding cooling tower and boiler treatment with the understanding of normal boiler operations (including standby fuel operations and procedures). Trouble shoots and identifies boiler problems and performs minor repairs. Cleans boilers for interior and exterior inspections. Responsible for start-ups, shut downs and maintaining roof top heating and cooling units. Preventive maintenance on drinking fountains by cleaning coils, motors, and refrigerated compressors.
- Electronics - maintains scoreboards (principally light replacement), may replace intercom

speakers.

- Painting - makes some minor glass repairs, performs minor painting, small ceiling repairs, patches sheet rock holes, touches up walls and other surfaces, makes minor repairs to tile floors. Repair or replaces all types of window coverings.
- Grounds - maintains all types of gates, makes minor repairs to sprinkling system.
- May be asked to assist all other crafts trades such as, laying sod, snow and graffiti removal.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have basic knowledge of carpentry, electrical, electronics, plumbing, painting and grounds. Must be able to use hand tools, power tools, different types of meters, ladders, man lift, scaffolding, power washer, warehouse catalogs and be able to order needed supplies. Must be able to work well with others. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have successfully completed one year (full time equivalent) of formal education as prescribed in Granite School District apprenticeship program or pass competency tests structured by Salt Lake Community College.. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

As required in the district apprentice program, must complete two years of carefully monitored and job related work experience with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Within skill level and with general authorization, determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

WORKING CONDITIONS

Job requires repetitive effort and some physical danger (working on ladders, scaffolds and in confined spaces). Some district emergencies may require irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.