Posting Date: January 3, 2020



NOTICE OF VACANCY

**Application Deadline**: UNTIL FILLED

**TITLE**: **Maintenance Specialist**

**REPORTS TO**: Director of Maintenance

**SUPERVISES**: N/A

**TERM**: TBD

**JOB GOAL**: Under the direction of the Director of Maintenance, perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in the carpentry, electrical, heating, ventilation and air conditioning (HVAC), locksmiting, plumbing, irrigation and painting trades.

**Qualifications:**

* Graduation from High School or GED
* Demonstrated organizational skills

**EVALUATION:** Performance of this job will be evaluated in accordance with

provisions of the Board’s policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES**:

Job Description: Maintenance Specialist

Perform a variety of skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in the carpentry, electrical, HVAC, construction, locksmithing, plumbing, irrigation and painting trades; receive, prioritize and respond to work orders in a timely and efficient manner. Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows; repair and install locks and security devices; repair wall board, stucco and sheetrock as needed. Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts. Perform a variety of skilled plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures. Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary. Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required. Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment. Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects. Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks; operate specialized equipment utilized in the various trades. Install and adjust closures and other parts; change lock combinations. Perform skilled activities in metal fabricating, roof and fence repair, and vehicle and equipment maintenance as assigned. Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies. Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment. Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns. Maintain various records related to safety, expenses, work orders, project status and assigned activities. Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components. May be called upon to perform overtime in case of emergencies. Attend mandatory trainings as required by your position.

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at www.fcsk12.net. The application is on the apply page.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.