

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Maintenance Mechanic	
<i>Supervisor:</i> Construction and Maintenance Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 12

**Job Summary**

Mechanic will perform a variety of skilled to highly skilled work in one or more of the following building trades: carpentry, painting, roofing, electronics, locksmith, and automotive repair.

**Essential Job Functions**

Auto Mechanic: Performs journeyman level mechanical work on district vehicles. Inspects, repairs, replaces, and adjusts parts and components as required on school district trucks, vans, tractors, lawn mowers, emergency generators, and miscellaneous equipment. Mechanic must be able and willing to use personal computers and data-based software, apply acceptable practices in the field, and follow all applicable codes. Mechanic must possess (within six months of hire) an Automotive Service Excellence (ASE) Certification for “Brakes” and “Suspensions and Steering.”

Carpenter: Performs journeyman level carpentry work in renovation, alteration, and maintenance of buildings, roofs, floors, partitions, doors, windows, wooden cabinets, and furniture. Mechanic may design cabinets and furniture. Mechanic will perform skilled bench work in a carpentry shop using a variety of power tools, must apply acceptable practices in the field, and must follow all applicable codes.

Electronic Technician: Performs journeyman level or higher maintenance and repair procedures on fire alarm systems, clock and bell systems, scoreboards, intercom systems, telephone systems, intrusion detection and security systems, CCTV, MATV and all types of audio/visual electronic equipment, by using acceptable electronic techniques, and in compliance with all applicable codes.

Locksmith: Performs a variety of journeyman level locksmith functions: repair and replace locks, door closures, and panic devices; make keys; change combinations; reset locks; electronic security hardware and software; and maintain accurate keying and numbering schedules. Mechanic must apply acceptable practices in the field and follow all applicable codes.

Painter: Performs journeyman level painting to include preparation and painting of buildings, furniture, and equipment. Painter will perform drywall and EFIS repair and act as back-up for the carpentry shop.

Other: Performs journeyman level work including but not limited to welding, roofing, carpeting, concrete work, and operation of light equipment.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Hand and power tools, equipment and test equipment associated with a skilled trade at a journeyman level.

### **Independent Decisions**

Mechanic must exercise good judgment with little or no supervision in the field, and bring problems which require the involvement of the supervisor to his/her attention.

### **Primary Working Contacts**

Frequent contact with other departments and staff to clarify work order requests and investigate emergency problems; parts vendors in acquiring parts and materials. Mechanic will have occasional contact with other government agencies, civilian and military fire department personnel, and code enforcement officials.

### **Responsibility for Cash, Equipment, Safety**

Mechanic is responsible for the safe use and care of district tools, equipment, and vehicles. Mechanic will occasionally be responsible for small amounts of cash and for high value district property.

### **Supervision Received and Exercised**

None given: receives instruction from supervisors orally and or by written work orders. Mechanics work with limited supervision.

### **Unusual Working Conditions**

Extreme temperatures and humidity are encountered frequently in mechanical rooms, electrical rooms, pipe chases, ceiling spaces, etc., and during travel to work sites and in the completion of outdoor assignments during cold weather. Work from ladders, man lifts, in tight spaces, in ceiling spaces, and with heavy equipment is required. Some trade areas within this job description may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 70 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent and successful completion of a vocational technical school or recognized apprenticeship training program in the desired trade.
2. Four (4) years of experience in the desired trade at a journeyman level or work experience, which demonstrates an ability to perform at a journeyman level in the desired trade.
3. For electronic technician positions, training, experience and credentials (if applicable) are preferred in the following areas: cable management, data/comm cable terminations, and fiber optic cable installation and terminations.
4. Knowledge of current craft techniques and a good working knowledge of pertinent building codes, fire codes, basic math and algebra.
5. For painter positions, knowledge of skilled procedures, methods and practices of the painting trade.
6. Knowledge of the safety precautions used in the painting trade.
7. Knowledge of different paints, solvents and their practical uses.
8. Mechanic must possess good oral and written communication skills in English.
9. State of Alaska driver's license and any required state certificates or licenses necessary to perform work in the desired trade must be current.
10. For painter positions, must have strong skills in the use, operation and care of painting equipment.
11. Ability to read, understand, and evaluate blueprints, specifications, and operating and maintenance manuals and transfer that knowledge to field repairs.
12. Mechanic must have the ability to make decisions; use safe procedures; work under adverse environmental conditions; plan, layout, and complete complex assignments.
13. Mechanic must have the ability to operate a wide variety of hand and power tools, equipment, diagnostic equipment, and perform heavy lifting (at least 70 lbs.).
14. For the painter position, must have the ability to lead the work activities of unskilled labor in painting.

The following is preferred:

1. Good general working knowledge of building and trades work in other fields in order to work in crafts outside field of expertise, assisting fellow employees from time to time.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**