

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CUSTODIAL EQUIPMENT REPAIR TECHNICIAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Performs semi – skilled work in the maintenance and repair of all floor care equipment district wide. Work involves the use of floor cleaning, buffing, and restoring equipment. Work involves identifying, diagnosis and repairing malfunctions in all custodial equipment and testing equipment for compliance with OSHA Safety Standards. Employee is also responsible for ensuring all parts, supplies and materials are ordered and available for utilization across school system facilities. Employee must exercise tact and courtesy in contact with school officials, supervisors, and co-workers. Work is performed under general direction and supervision and reviewed in progress or upon completion.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

Inspects, tests, troubleshoots and makes major and minor repairs to floor care equipment using schematics and wiring diagrams; uses test equipment to detect cause of faulty operation; repairs, adjusts, or replaces defective brushes, bearings, belts, fans, control switches, cords, electric motors, or other mechanical or electrical parts using hand and power tools; rebuilds motors as required.

Maintains logs, inventory lists and other records as required, manually or through the use of a personal computer, for accounting and analytical purposes.

Instructs site-based personnel on the use of specific chemicals for spot cleaning and gum removal and on the safe operation and proper care and use of floor care equipment.

Lifts heavy materials frequently such as buckets of water, carpet cleaning machines and rolls of carpet for patching and minor installations. Work requires frequent walking, pushing, pulling, stooping, bending, kneeling, twisting and reaching at low levels in performance of carpet cleaning, repair, equipment repair and installation duties.

Operates specialized power tools including air gun and air drills.

Conducts seminars and training sessions on various cleaning equipment and use strategies.

Reviews purchase requests for approval of specifications on performance of equipment.

Tests repaired equipment for compliance to OSHA and other safety standards.

Inspects cleaning equipment for abuse and helps determine liability for damage, reports findings to supervisor.

Check and rebuild 11HP and 13HP motors, carburetors, check and replace belts, vacuum hoses, mufflers, starters, batteries and performs other general equipment maintenance activities.

CUSTODIAL EQUIPMENT REPAIR TECHNICIAN

Employee performs engine repair and rebuilds small engine custodial equipment.

Responding to emergency pickup or site service of large equipment, walk behinds and riding scrubbers.

Uses the computerized inventory system to maintain accountability of equipment repair parts.

ADDITIONAL JOB FUNCTIONS:

Troubleshoots for on-site repair.

Performs administrative tasks associated with receiving information and entering appropriate data in custodial software in order to create schedules of work for assigned facilities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or possession of GED, minimum two (2) years of experience in general maintenance and custodial roles, preferably with some lead worker experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Demonstrated knowledge of basic electricity at a level required to perform the above mentioned duties and responsibilities relating to floor care equipment repair.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be physically able to operate a variety of equipment including high speed buffers, vacuum cleaners, stripping machines, mechanics tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, lists, forms, work orders, schematic electrical plans, etc. Requires the ability to prepare correspondence, lists, work orders, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as small hand tools, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of electrical and mechanical systems.

Considerable knowledge of the use of mechanics tools.

General knowledge of the operating principals of small engines.

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General knowledge of sanitation codes applicable to the school system.

General proficiency in the use and operation of personal computers.

Ability to evaluate the quality of custodial equipment.

Ability to train others in the use of various types of cleaning equipment.

Ability to maintain simple logs and records, as well as the ability to generate reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to work/communicate in a professional manner with manufacture reps and vendors.

Ability to keep an organized, clean, work shop and work truck.

Ability to be a self-starter and work at an efficient level.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.