

## **Economic Security Corporation Job Description**

**Job Title:** Maintenance Technician  
**Division:** Head Start  
**Reports To:** Transportation and Facilities Coordinator  
**FLSA Status:** Non-exempt  
**Revision Date:** April 16, 2015  
**Job Classification:** Grade 5

### **SUMMARY**

The Maintenance Technician performs a variety of maintenance duties, such as plumbing, electrical, and carpentry, related to the care and repair of agency facilities and minor repairs on agency vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Assesses problems related to building/equipment repairs and installation. Makes recommendations to appropriate agency personnel.
2. Uses carpentry skills to address problems with agency buildings, equipment, or property, such as repair of doors, walls, windows, etc.
3. Uses electrical skills to address problems with agency buildings, equipment, or property, such as lighting, heating/cooling systems, and equipment malfunctions.
4. Uses plumbing skills to address problems with agency buildings, equipment, or property, such as sinks, drains, and toilet repairs or installations.
5. Maintains agency tools and equipment.
6. Performs other repairs and installation duties when required, such as repairing tricycles, playground equipment and classroom furniture and installing kitchen equipment, classroom fixtures, and other equipment.
7. Responsible for minor maintenance on agency vehicles.
8. Removes snow or ice on steps, walkways, and wheelchair ramps and spreads melting compounds as needed.
9. Trims and mows grounds as necessary.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** 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.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write route reports and correspondence. Ability to speak effectively before groups of customers/clients or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

**PLANNING/ORGANIZATION**

Ability to handle multiple tasks simultaneously.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain a valid Class "C" Commercial Driver's License, have reliable transportation, and meet Missouri automobile liability minimum requirements.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; use hands to finger, handle or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch or crawl; and taste or smell. The employee is regularly required to lift and/or move up to 25 pounds. The employee must occasionally lift and/ move more than 100 pounds. The employee is exposed to improperly illuminated or awkward and confining work spaces; and works above ground level where the possibility of falling exists. The employee has moderate physical activity performing somewhat strenuous daily activities of a primary product/technical nature. The employee is required to perform manual dexterity sufficient to reach/handle items, works with the fingers, and

perceives attributes of objects and materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to working near moving mechanical parts. The employee occasionally works in wet or humid conditions, exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold and heat, and has risk of electrical shock. The working conditions are usually a mix of indoor and outdoor projects. The noise level in the work environment is usually loud.

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Employee Signature

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Date

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Employee Name