



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VI – Special Systems Tech I**

Position Type: <b>Classified</b>	Department: <b>Facilities</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Facilities Director</b>
Salary Range: <b>28</b>	
Term of Employment: <b>12 months</b>	Date: <b>March 8, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Provide quality installation, repair and maintenance of all district related electronics equipment, intercom. Fire and security systems, PA systems and communication systems.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Assist in installs, maintaining and repairing intercommunication. Fire and burglar alarm systems, including associated bells, horns, clocks, telephone, computer lines and peripheral equipment.
- Assists in checking cleaning, repairing, replacing: District security pad stations, smoke detectors, heat detectors and fire alarm bells, pull stations and panels on a preventative maintenance schedule.
- Inspects all facilities on a regular basis to assure all equipment and systems are in acceptable condition. Advise Supervisor of same.
- Assist in maintaining an accurate and comprehensive maintenance file, equipment inventory file, parts inventory and materials necessary to facilitate a rapid repair of equipment and an accurate preventative maintenance file.
- Strives to maintain and improve technical proficiency, maintain work station area for safety and orderliness.

### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **SUPERVISORY RESPONSIBILITIES:**

- None.

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

### **CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

### **EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED).
- Equivalent combination of education and experience.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool subject to change.*