



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **CRAFTSMAN MAINTENANCE VII – Appliance/Equipment Repair Specialist II**

Position Type: <b>Classified</b>	Department: <b>Facilities</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Facilities Director</b>
Salary Range: <b>32</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 25, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Performs a variety of highly skilled repairs on appliances and equipment inclusive of small refrigeration equipment (i.e. shake machines, portable milk coolers, ice machines, refrigerators/freezers, etc.).

*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:**

- Must be skilled in diagnosing problems and repairs of faulty equipment.
- Must be able to interpret information from parts manuals and repair kits and apply it, even when those instructions aren't written well.
- Repairs, reassembles and tests: sweepers, vacuums, scrubbers, polishers, extractors and any related maintenance/custodial equipment.
- Repairs, reassembles and tests: kitchen equipment: washers, dryers, mixers, ovens, food warmers, steam ovens, microwave ovens, broilers.
- Repair or replace any faulty parts.
- Repairs power tools and all makes of hand power tools.
- Evaluates, evacuates, repairs, and recharges Freon of small refrigeration equipment as needed and refrigeration units consisting of five pounds and under Freon capacity.
- Inspects work areas in order to perceive or detect problems, need for repair or maintenance or other factors affecting manual work to be done.
- Assists as needed with city and state code compliance issues under direction from supervisor.
- Plans installation or repair projects by examining space sketches, blueprints and schematic drawings.
- Cleans and oils appliances as needed.

- Operates an engraver to make door signs and name plates.
- Fills out requisitions in preparation for typing, based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit.

### **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.
- Is subject to call outs during evening, weekends or holidays if emergency repairs and/or maintenance are needed.

### **SUPERVISORY RESPONSIBILITIES:**

- Assists and trains less experienced personnel.

### **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.
- Knowledge of general methods and techniques of small appliance repair.
- Ability to operate specific equipment or tools.
- Work experience in repair of small motorized and electric appliances helpful.

### **CERTIFICATES, LICENSES AND REGISTRATIONS 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.
- Classification One Refrigerant, Recovery (Reclaim) minimum.

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

- High School diploma or general education degree (GED).
- A minimum of 4 years proven experience in the skilled trade or craft (A/E Repair) and/or training; or equivalent combination of both.

### **ADVANCEMENT REQUIREMENTS:**

- May attain this level of A/E Repair Specialist II after 4 years of service at A/E Repair Specialist I and meet all testing requirements.
- To advance to the next level of A/E Repair Specialist III, the employee must have 3 years of district service at the craft hired in at plus 4 years of proven experience in the skilled craft and/or training or equivalent of both either in district or out of district.
- Increase of salary will not take effect until the next closest fiscal year start date of July 1<sup>st</sup>.

### **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.*