



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VIII – Appliance/Equipment Repair Specialist III**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 33	
Term of Employment: 12 months	Date: March 8, 2016
Shift: Day	Approved by: Human Resources

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.
- Assists 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.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid Arizona Driver's 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 and/or training; or equivalent combination of both.

ADVANCEMENT REQUIREMENTS FROM A/E REPAIR SPECIALIST II :

- May attain this level of A/E Repair Specialist III after 4 years of related experience and 3 years of service with the district in the related craft (A/E Repair Specialist II).
- Increase of salary will not take effect until the next closest fiscal year start date of July 1st.

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.