



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VIII – Special Systems III**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 33	
Term of Employment: 12 months	Date: October 26, 2016
Shift: Day/Night	Approved by: Human Resources

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:

- Installs, maintains and repairs intercommunication. Fire and burglar alarm systems, including associated bells, horns, clocks, telephone, computer lines and peripheral equipment.
- Checks, cleans, repairs, replaces District security pad station, smoke detectors, heat detectors, fire alarm bells, pull stations and panels on a preventative maintenance schedule.
- Troubleshoots and repairs inside of fire alarm panels.
- Provides recommendations, layouts and probable costs concerning materials and equipment to be installed.
- Estimates cost of each project, materials and labor hours.
- Inspects all facilities on a regular basis to assure all equipment and systems are in acceptable condition. Advises Supervisor of same.
- Maintains 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.
- Evaluates work orders and determines material needs and cost to complete projects as assigned.
- Processes requisitions to acquire materials and supplies needed.

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.
- Ability to operate specific equipment or tools.
- Knowledge of contemporary methods and techniques in Special Systems required. Follows current regulations pertaining to fire and security.
- Must have familiarity with and knowledge of all related electrical and plumbing codes; ability to work alone or with a crew.

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.
- Certification in NFPA helpful.

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 (Special Systems) and/or training; or equivalent combination of both.

ADVANCEMENT REQUIREMENTS FROM SPECIAL SYSTEMS II LEVEL:

- May attain this level of Special Systems III after 4 years of related experience and 3 years of service with the district in the related craft (Special Systems).

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.