



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE:	Multi Purpose Facility Technician (MPFT)
REPORTS TO:	Director of Operations
SALARY RANGE:	Per the contract wage schedule
WORK YEAR:	12 month full time hourly position with standard benefits package
NORMAL HOURS:	2:00 p.m. – 10:00 p.m.; Monday - Friday <i>Normal hours may differ during initial training & probationary period.</i>

QUALIFICATIONS:

- High School Diploma or equivalent
- Valid Class D Massachusetts Driver's License
- Five (5) years' experience in a specific licensed trade (Plumbing, Electrical, Mechanical, Construction, etc.) and demonstrated experience in at least two of the following: building maintenance, landscaping, snow plowing, events set-up preferred
- Demonstrated expertise in emergency and routine repairs and preventive maintenance. Must have the experience to perform a wide variety of skilled and unskilled maintenance tasks, using hand or power tools and related equipment preferred
- Ability to work effectively in a fast-paced environment

PERFORMANCE RESPONSIBILITIES

General Performance Responsibilities:

1. Performs a wide variety of emergency repairs and preventive maintenance on building and grounds systems and equipment
2. Assists in the development and implementation of the campus wide preventive maintenance plan and semi-annual inspections
3. Conducts building security checks. During inspections, secure doors and windows; check rooms, bathrooms and corridors; check fire, and security equipment and systems to ensure they are functioning properly

4. Assures compliance with building, health, and safety codes. Identify and correct health and safety issues in a timely manner. Check fire extinguishers for use and replace as needed
5. Effectively and safely operates a variety of tools and equipment per specific trade or in general use
6. Cleans, maintains, and repairs shop tools and equipment. Regularly checks the oil, water, fuel levels, and tires on vehicles and equipment
7. Keeps work areas clean and safe from all hazards
8. Observes legal and defensive driving practices while in the operation of a District vehicle
9. Works from plans, oral instructions, sketches, and blueprints to complete maintenance assignments as well as new and/or renovation projects
10. Estimates and obtains materials and supplies required to complete an assignment according to established guidelines. Maintains inventory of materials and supplies and notifies the Director of Operations of need to reorder
11. Checks work orders daily and determines priorities
12. Works independently with little direction
13. Maintains daily records of work performed, including labor and materials, using School Dude Software
14. Keeps Director of Operations informed of the progress of the work and any significant developments as they occur
15. Performs miscellaneous related duties as required for the facilities, grounds, and equipment, or as may be assigned by the Director of Operations

Specific Performance Responsibilities Related to Job Tasks may include:

- A. **Electrical Specific** - Performs electrical work including, but not limited to:
 1. Troubleshoots and corrects electrical problems (lighting, power, CCTV, televisions, telephones, VCRs, microphones, and the like)
 2. Replaces de-energized ballasts, lamps, and associated equipment, etc.
 3. Locates circuit, and the panel it originates from, using blue prints
 4. Displays knowledge of, and possesses the ability to operate and maintain the District's security and fire alarm systems including, but not limited to:
 - i. locating system sub-panels;
 - ii. identifying, and responding to, component level devices;
 - iii. setting and acknowledging alarm systems properly; and
 - iv. shut-offs for sprinklers when heads have been activated.
- B. **Plumber Specific** - Performs plumbing work including, but not limited to:
 1. Locates shut-off valves on blueprints
 2. Replaces and/or adjusts flushometers, tank ball valves, etc.
 3. Repairs and replaces sinks, toilets, drinking fountains, showers, sill cocks, portable hydrant meters, kitchen equipment, etc.
 4. Troubleshoots and corrects plumbing problems
 5. Unclogs and maintains drains in toilet areas, kitchens, boiler rooms, shower rooms, art and science areas, sinks, urinals, and drain lines
 6. Operational knowledge of acid tank alarm systems
 7. Operational knowledge of domestic hot water heaters
 8. Checks and clears roof areas and drains routinely
 9. Exercises all valves semi-annually

- D. Carpentry Specific** - Performs a variety of carpentry work including, but not limited to:
1. Constructs, or repairs wooden fixtures such as trim, window frames, counter tops, and furniture
 2. Provides proper surface preparation and neat, professional painting for all surface areas (wood, metal, concrete structures, etc.)
 3. Troubleshoots and identifies structural problems while following all MA building codes, including local permitting when/if necessary
 4. Completes dry walling, glazing, and caulking
 5. Completes plastering to repair damaged walls
 6. Prepares site and setting of concrete footings
 7. Constructs, frames, installs, maintains and repairs roofs, partitions, ceilings, walls, doors, windows and related structures; locates roof leaks, removes old roofing and installs new roofs and roofing material
 8. Replaces and repairs door locks and keys
 9. Repairs, installs, and maintains tile, carpet, concrete, rubberized, and hardwood floors
- E. Events** - Performs a variety of work including, but not limited to:
1. Sets up and moves furniture, staging and light equipment in classrooms, offices, cafeterias and athletic areas as required
 2. Empties and cleans trash and garbage containers and performs other cleaning tasks as needed
 3. Greets and reviews event details with event contact person
 4. Provides assistance when necessary to students, faculty, staff, and the general public
 5. Operates and maintains Field House and Gym equipment (bleachers, basketball hoops, batting cage, curtains, etc.)
- F. Grounds** -
1. Snow removal, plowing/shoveling - removes snow and ice from all pavement, catch basins, and walkway surfaces when necessary to ensure safe conditions for building operations
 2. Landscaping/mowing - performs grounds-keeping duties such as mowing, edging, pruning, tree removal, field lining, aerating, seeding, fertilizing, trash policing, setting snow stakes, trash removal, etc.
 3. Equipment maintenance - maintains landscaping and snow removal equipment (heavy equipment repairs, sharpens blades, tune ups, greases fittings, cleans after use, etc.)
 4. Operates and maintains field irrigation systems and equipment
- G. Communication** -
1. At a minimum, must be capable of using the following software applications: email, standard office operating/work order systems (School Dude, EMS system experience)
 2. Must work well with others including interacting and assisting outside groups and organizations utilizing the facility
 3. Must maintain routine records and make oral and written reports
 4. Must provide regular feedback regarding work performance of vendors and report discrepancies and issues to both the vendor and the Director of Operations

5. Must wear uniforms and maintain a professional appearance and demeanor at all times
6. Must establish and maintain cooperative and effective working relationships with coworkers, administrators, faculty and staff, and the public

H. Equipment Operations - Operates and maintains a variety of equipment including, but not limited to:

1. Elevators, stair chairs, and chair lifts
2. Auditorium lighting, sound, and stage systems
3. Genie and scissor lifts
4. Floor cleaning equipment
5. Landscaping equipment (skid steer, tractors, mowers, aeravator, seedavator, weed whackers, field lining, etc.)
6. Snow removal equipment – (sanders, plows, snow blowers)
7. Drain augers
8. Power tools (chain saws, circular saws, nail guns, drills, etc.)
9. Safety equipment (AED's, stair chairs, fire extinguishers, etc.)

I. Other - Performs a variety of work including, but not limited to:

1. Supervises and inspects the work of all contractors including outside contract cleaning agencies performing work for the District, as outlined in the contractor's agreement
2. Receives, maintains inventory, stores and distributes all materials and supplies brought into the building
3. Performs any and all work deemed applicable by the Director of Operations or his/her designee
4. Is "on-call" on a rotating basis to respond to emergency situations as needed
5. Read and understand specifications, blue prints, and drawings including oral and written instructions
6. Possesses a thorough knowledge of the standard tools, materials, methods, and practices of the assigned work including preventive maintenance programs

Physical and Environmental Demands:

The physical and environmental demands described herein are representative of those conditions that may occur while on duty.

1. Physical: Regular periods of physical activity requiring the ability to stand for long periods, walk, climb, bend, crawl, and ability to lift, carry, and position objects weighing up to 50 pounds.
2. Environmental: Frequent periods of outside work in all extremes of weather. Interior work, where the employee may be exposed to loud noise, extremes of heat and cold, and the use of various chemicals, some of which may be hazardous and require special handling. Some work may be on ladders, scaffolding, or aerial lifts.