

**Explorers Academy
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL POSTING

POSITION: Maintenance Technician

RATE: \$13.90/hour

OPENING DATE: November 15, 2018

CLOSING DATE: until filled

JOB DUTIES: See Attached Job Description

QUALIFICATIONS:

- High school diploma or GED equivalent.
- Minimum three (3) years directly related facilities and/or building maintenance experience.
- Driver's License with acceptable driving record for past 3 years and ability to obtain a CDL.
- Light electrical and plumbing maintenance experience.
- Preferred:
 - Technical degree and/or certifications including Boiler Inspection Certificate.
 - Experience in a school/educational environment

WORK SCHEDULE: 40 hours per week, Monday-Friday
43 weeks during school year

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed Application Form
www.explorershs.org

**All Applications Must Be Submitted to:
Dee Dee Kane**

**Human Resource Director
Explorers Academy
615 North 19th Street
Billings, MT 59101**

Position Description

Explorers Academy

Functional Title: Facilities Maintenance Technician
Supervisor: Director of Operations
Grade: Band 3
FLSA: Non-exempt
Position Status: 40 hour week/43 weeks

Position Summary

Under general supervision, this position undertakes the responsibility of preserving the good working condition, functionality, and safety of the facilities, grounds, and equipment of Explorers Academy. This position includes a great variety of maintenance tasks such as repairs, installations, electrical, plumbing, carpentry, painting, landscaping, and custodial duties as assigned. The maintenance technician must be practical minded with an attention to detail and able to perform both skilled and semi-skilled tasks in correcting and preventing damage to buildings, playgrounds, and equipment. This position also requires providing general agency wide support including the ability and willingness to act as needed in fulfilling the mission, vision, and values of Explorers Academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Safely perform repairs and preventative maintenance tasks in a commercial/school setting.

SAFETY

Survey buildings, playgrounds, equipment, and mechanical systems ensuring they are in compliance with health and safety standards

Inspect fire, safety, and security systems and schedule repairs when needed

Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocols

MAINTENANCE

Perform basic maintenance to electrical systems including troubleshooting

Perform basic plumbing maintenance and functionality

Perform basic heating, air conditioning, and ventilation maintenance and functionality

Conduct landscaping maintenance such as mowing, trimming, sprinkler system repairs, and seasonal snow removal

Undertake activities of pest control and insecticide spraying

Repair and maintain flooring, walls, concrete, locks, doors, paint

Conduct and maintain inventories of tools, equipment, and maintenance supplies

Assist in janitorial duties

OTHER

Other related duties as assigned and/or required including temporary bus driver

ESSENTIAL SKILLS

Must be able to work cooperatively, independently, reliably, and productively in performance of responsibilities and duties.

Strong ability to follow directions and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Working knowledge of electrical, plumbing, and HVAC systems and components including boiler systems.

Strong carpentry skills and working knowledge of common tools and equipment.

Read and interpret documents such as safety rules, technical manuals, schematic drawings, operating and maintenance instructions, and procedure manuals.

Effective written and oral communication skills including ability to write routine reports and correspondence.

Math skills sufficient to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Strong reasoning and problem solving skills dealing with a variety of variables and diagnostics.

Basic computer skills including sufficient skills to research maintenance problems online.

Janitorial skills to comply with health and safety standards as well as maintaining a clean and orderly environment.

Good physical condition, strength, dexterity, and stamina

Ability to safely operate agency vehicles and serve as a substitute bus driver when needed.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Required:

High school diploma or equivalent

Minimum three (3) years experience as a maintenance technician or directly related in facilities and/or building maintenance.

Skills in carpentry, electrical, plumbing, HVAC, landscaping, and mechanics.

Driver's License and an acceptable driving record for the past three (3) years and ability to obtain a CDL w/school bus endorsement within a specified time.

Preferred: Technical degree and/or certifications including Boiler Inspection Certificate.

Experience in a school/educational environment