



## Amigos Por Vida Maintenance Tech Job Description

**Amigos For Vida - Friends For Life** public charter school is currently serving students in Pre-K and grades K–8. Whether this is your first year teaching or you're an experienced teacher, APV is a great school for passionate and compassionate educators. If you're looking to make a positive impact through teaching, put your passion to work at APV.

Under the direction of Business Manager, maintenance staff person is responsible for performing maintenance, cleaning and repair services on school facilities and equipment.

### EDUCATION/CERTIFICATION

- High school diploma or GED
- Valid Texas Driver License and must be insurable
- Minimum of 4 years of facilities related maintenance experience

### GENERAL DUTIES

- Facilitate and monitor the following areas of repair:
  - Fire Inspection Issues
  - Door and hardware adjustments & repair
  - Electrical repairs, minor moves, adds, and changes, small wiring projects, low voltage, replacing light bulbs, ballasts & fixtures
  - Appliance repairs; banner and sign installations
  - HVAC minor moves, add, and changes, a/c filter changes
  - Drywall repairs, painting
  - Minor carpentry
  - Moving books, files, boxes, classroom furniture,
  - Ceiling tile replacement, playground maintenance, athletic areas, grounds repairs
  - Safety issues, repairs; small landscaping projects additional items as they arise
- Support Business Manager to manage Contractors. (General contractors, plumbers, electricians, HVAC replacements, locksmiths, fencing, playgrounds, site work, v/d, alarm security systems, roofers, etc.)
- Track and report status of open projects.
- Work with the Business Manager to create estimates, schedules, and timelines for new and existing project deliverables.
- Create and build preventative maintenance processes and monitoring systems for extended life of facility related components.
- Maintain and monitor building compliance with Building Codes & Standards for local, city, county, state, and federal agencies.
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- Ensure adherence to OSHA and maximum safety procedures.
- Perform or help with building maintenance, cleaning, repair and janitorial services
- Event, room, table and chair set up as needed
- Ensure all school property is in compliance with the Harris County Fire Marshal Code and accompany the Fire Marshal during the annual inspection
- Be on "call list" for after-hours fire/security alarms



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- Ensure that all mechanical rooms and janitor closets are properly identified, clean, and organized to the best of their abilities
- Perform all minor repairs and maintenance
- All other duties as assigned

### **SUMMER DUTIES**

- Actively oversee and/or perform all summer maintenance and repairs; working in conjunction with school administrators on scheduling these maintenance issues
- Clean all a/c vents in all classrooms and hallways
- Clean all lens covers on lights in all classrooms and hallways
- Clean all student lockers inside and outside removing all tape, gum, papers, etc.
- Clean all student desks
- Clean all lunchroom tables
- Power wash all sidewalks, exterior entrances and cinder block areas around buildings
- Prep walls for painting to be performed by outside contractor
- Any other duties as assigned

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required personnel so classified.

### **EQUIPMENT**

In order to perform these expected duties, APV will provide the following:

- Small tools needed to perform duties
- Supplies necessary to properly organize tools and equipment

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge and ability to perform maintenance and repairs
- Ability to lift and carry load in excess of 50 lbs.
- Ability to regularly communicate work schedule with administration
- Self-starter – demonstrating ability to assess needed repairs, perform these repairs, or hire licensed contractors as needed

### **DECLARATION**

Amigos Por Vida Human Resources Department retains the sole right and discretion to make changes to this job description. Any employee making changes unauthorized by Human Resources Department will be subject to disciplinary action up to and including termination.