Sparta Area School District

Article 232 - Specifications for the Service Systems Repairperson (Electrical and Equipment Maintenance)

The Service Systems Repairperson shall be concerned with all aspects of maintenance, regulation, and repair of all systems related to heating, air conditioning, and other types of systems within the district.

QUALIFICATIONS:

2. Vocational school training and/or work experience in areas of responsibility.
3. Valid Wisconsin Driver’s License.
4. Certification or ability to obtain certification of Operation and Maintenance (O&M) of asbestos containing material.
5. Ability to operate a variety of equipment including forklifts, mowers, skid steers, chain saws, and snow removal equipment.
6. Ability to communicate effectively orally and in writing.
7. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
8. Ability to access information using computers, phones, and other appropriate technology.
9. Ability to handle emergencies and critical operational problems within and outside regularly scheduled working hours.
10. Ability to work effectively and efficiently in an unsupervised environment.
11. Ability to relate and work well with students, parents and community members.
12. Experience and appropriate training in the operation, maintenance, and repair of electrical systems, plumbing, small engines, and equipment.
13. Ability to work with building custodians as necessary.
14. Some supervisory experience is desirable, but not necessary.
15. Ability to exert up to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
16. Ability to endure frequent reaching, handling, and fingering and occasional climbing, balancing, stooping, kneeling, crouching, talking, hearing, and working with near acuity.
SUPERVISION/EVALUATION:
The Service Systems Repairperson reports to the Supervisor of Building and Grounds, who is also the primary supervisor.

Service systems repairpersons should communicate problems or concerns to the Supervisor of Building and Grounds. The Director of Business Services may assist the Supervisor of Buildings and Grounds in addressing problems or concerns. If a problem or concern is not resolved, the problem or concern should be referred to the Superintendent.

SUPERVISION/EVALUATION:
The primary supervisor is the Supervisor of Buildings and Grounds. Performance of this job will be evaluated in accordance with the provisions of Sparta Administrative Rule. The Supervisor of Buildings and Grounds may consult with the Director of Business Services in his/her supervision role.

JOB GOALS:
1. Provide for an appropriate, efficient, and comfortable environment for students and staff.
2. Assist in providing safe and efficient school operations through proper maintenance of electrical, plumbing, and equipment.
3. Maintain strong relationship between district, staff, and community.
4. Meet contractual obligations and adhere to board policy.

PERFORMANCE RESPONSIBILITIES:
Under the supervision of the Buildings and Grounds Supervisor, the Service Systems Repairperson will:

1. Assume responsibility for the maintenance, regulation and repair of all district electrical, equipment and plumbing.
2. Attend schools and training institutes, at district expense, with the goal of becoming more knowledgeable regarding systems such as electrical, plumbing, and equipment.
3. Ability to ascertain, recognize, and report areas that need attention as required for proper preventative maintenance care.
4. Ability to ascertain, recognize, and report areas that need attention as required for repair beyond the repairman’s expertise or license/certification.
5. Be generally responsible for supply storage, inventory control, and supply distribution.
7. Confer with the Supervisor of Buildings and Grounds when contracted repairs are needed.
8. Clear snow and maintain lawn cooperatively with other buildings and grounds staff using district equipment.
9. Assist in other areas of repair and maintenance as time permits or necessity demands

EXAMPLES OF WORK: (Including but not limited to:)
1. Complete remodeling, repairs, alterations, replacements, installations, etc of various items and articles as directed.
2. Carry out welding, plumbing, masonry, electrical repair, roofing, hardware work, and other related work on district facilities and equipment, commensurate with license qualifications and certification.
3. Maintain district equipment and establish a service record system.
4. Assist with grounds and maintenance upkeep.
5. Consult with the Supervisor of Building and Grounds on needed repairs for service systems.
6. Carry out building inspections in cooperation with the Building and Grounds Supervisor and the District Safety Coordinator.
7. Recommend various projects and needed interior maintenance.
8. Supervise emergency repairs – personally troubleshoot when necessary.
10. Within realm of service systems, assist in scheduling inservice training and take chief responsibility for the instruction of the custodial staff, as related to efficient production and latest work methods and safety precautions in cooperation with building principals.
11. Maintain an inventory of maintenance supplies and materials for service systems and generally for entire district.
12. Assist in the establishment of specifications for supplies and materials.
13. Assist in budgeting analysis and preparation in the areas of operation and maintenance.
14. Maintain a constant check on incomplete work and estimate hours needed to complete work.
15. Coordinate work with the Building and Grounds Supervisor so as to efficiently utilize maintenance personnel.
16. Assist with other areas of maintenance and systems as may be assigned.

Legal Reference:

Cross Reference:

Approved: November 28, 2006
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