

Job Title: Custodial Equipment Repair Technician **Wage/Hour Status:** Hourly
Reports to: Custodial Supervisor **Pay Grade:** 403
Dept./School: Custodial Operations **Date Revised:** September 26, 2023

Primary Purpose

Repair and maintain cleaning equipment used in Custodial Operations District-wide. Maintain accurate inventory of custodial equipment at campuses

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Texas Class C Driver License

Special Knowledge/Skills

- Ability to operate personal computer for data entry
- Ability to effectively communicate with custodial staff, vendors, and others
- Strong communication and interpersonal skills
- Ability to operate a light truck and use a mechanical lift
- Ability to maintain parts and equipment inventories
- Ability to read, understand and use custodial equipment specifications, technical information and user manuals to repair custodial equipment

Experience

Two (2) years' experience with maintenance and repair of custodial equipment

Major Responsibilities and Duties

1. Maintain parts, materials and tools related to and used in the repair of custodial equipment.
2. Perform routine, preventative and emergency work repairs on buffers, scrubbers, vacuum cleaners, burnishers, and other equipment used in Custodial Operations.
3. Troubleshoot electrical systems associated with portable power equipment.
4. Distribute custodial equipment and maintains inventory of all equipment and repairs District-wide.
5. Work and cooperate with fellow workers.
6. Uphold and adhere to safety rules and policies of the District safety program.
7. Support the goals and objectives, and policies of the District.
8. Promote a positive image for the Department through effective and constructive communication; maintain good rapport with District employees.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, ladder, dolly, and small hand and electrical tools used to repair custodial equipment to include buffers, strippers, wet/dry vacuum cleaners and shampoos. Drive District truck to pick-up and distribute equipment.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Strenuous walking, standing, and /or climbing; heavy lifting and carrying. Work outdoor and indoor; exposure to hot and cold temperatures; exposure to dust, and materials; slippery or uneven walking surfaces; work on ladders; work alone; ability to operate motor vehicle; work with hazardous chemicals under controlled environment and conditions. Must wear uniform daily.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.