



Job Profile

Maintenance Technician

Reports To: Facilities Manager

Base Rate: \$19.00

Status: Full Time – Twelve Month

FLSA: Non-Exempt

Created: September 9, 2026

Revised: N/A

Position Summary

Works collaboratively with others to provide thorough and reliable service to maintain high standards of cleanliness, safety and operational efficiency in building operations in support of students, staff and visitors. Maintains school campus and facilities in an exceptional condition.

Essential Functions

1. Consistently promotes and upholds the school's mission and core values.
2. Works collaboratively and effectively with others to meet the needs of the greater school community.
3. Performs duties of School Custodian as required. Cleans, washes, sweeps, mops, dusts, polishes and vacuums designated areas to the required standard of cleanliness (housekeeping duties). Maintains common areas, classrooms, restrooms, offices, storage rooms and other areas to the required high standard of cleanliness, safety and operational efficiency.
4. Responds to requests for service, completes work orders and other projects in a timely and efficient manner.
5. Removes trash and recycling materials to appropriate disposal area.
6. Maintains school equipment, buildings and grounds in top condition to ensure full and productive use, including making minor repairs as necessary.
7. Performs equipment and facilities inspections as needed.
8. Evaluates need, maintains inventory, and restocks supplies as needed.
9. Appropriately operates all equipment and machinery in a safe and responsible manner to accomplish operational objectives.
10. Handles/utilizes cleaning chemicals and equipment carefully and as intended ensuring overall safety.
11. Moves and arranges furniture and equipment; sets up rooms for special meetings or events.
12. Cleans worksites including hauling debris and trash to the dumpster, cleaning tools and equipment and ensuring tools, materials and equipment are stored properly.
13. Moves supplies and equipment within school buildings and between school buildings.

14. Performs repairs to furniture, fixtures, equipment and facility as needed.
15. Cuss grass, removes weeds, removes shrubs and trees and engages in landscaping duties.
16. Performs snow and ice removal using manual and mechanical means as necessary.
17. Maintains campus trails, including spreading stone, removing trees, clearing brush, hanging signage and other related duties.
18. Performs interior and exterior painting, including drywall repair.
19. Takes reasonable steps to safeguard school assets.
20. Follows standard safety and risk prevention practices, wears suitable clothing/uniform and appropriate personal protective equipment, as necessary.
21. Demonstrates flexibility in meeting the operational needs of the school, including daily tasks, assignments, scheduling, etc.
22. Willingly supports school activities that enhance the school's educational program and promotes "The Bear Creek Experience." Assists in the food service program, in support of school activities, and at school events as needed.
23. Attends required meetings and serves on appropriate committees.
24. Supports a culture of continuous learning and improvement.
25. Promotes a safe, positive and healthy working environment.
26. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
27. Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information within legal confines.
28. Adheres to the Staff Handbook, school procedures and protocols, and all local, state and federal laws.
29. Effectively utilizes technology and/or equipment to support the fulfillment of responsibilities.
30. Refer to Maintenance Technician Flight Plan for a more detailed list of responsibilities.
31. Performs any other duties and responsibilities as assigned and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.
2. Ability to report to work on time, as scheduled.
3. Ability to work as part of a team and contribute to a positive work environment.

4. Ability to read chemical labels, material safety data sheets (MSDS), and equipment manuals and other instructions.
5. Ability to utilize hand and power tools as well as skills in using measurement devices.
6. Is conscientious and demonstrates strong self-confidence, integrity and good moral character.
7. Exhibits a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
8. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrates the ability to use tools and equipment necessary to complete essential job functions.
10. Ability to provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public-school setting.
12. Ability to provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Meets such alternatives to the above qualifications as the Facilities Manager may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty.

Core Competency	Description/Characteristics
Technical Skills and Learning	Has the functional/technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues priorities with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Oriented	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.

Other

The Maintenance Technician I must be physically able to exert up to 100 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. He/she must occasionally lift and/or move up to 50 pounds.

While performing the functions of this job, the employee is routinely exposed to cold, heat, and outdoor weather conditions. Must work indoors and outdoors year-round.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is frequently required to climb or balance, stoop, kneel, or crouch. Requires climbing and balancing.

Must work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be able to work in high places and confined spaces.

Employees must be willing to work additional hours/overtime as requested, including after-school activities and early morning, evening or weekend snow removal.

Employees must be able to drive or otherwise successfully transition to and from work and although infrequent, off-site meetings and activities. Must be able to drive a mechanical vehicle and similar equipment. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Work both indoors and outdoors, often in hot and cold work environments.
- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to provide instruction, prepare e-mail correspondence, etc. Requires the ability to speak to people with poise, voice control and professionalism.
- Apply principles of logical thinking to define problems, establish facts, and draw valid conclusions; to interpret a variety of information; and to deal with several abstract and concrete variables.
- Record and deliver information, comprehend policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with individuals of various age groups and abilities.
- To add and subtract; multiply and divide; utilize decimals and percentages.
- Coordinate hands and eyes accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



Maintenance Technician Flight Plan

Daily

1. Maintains appropriate work performance standards.
2. Strives to maintain a positive atmosphere and a safe environment for students and staff.
3. Effectively communicates with others in a team-oriented environment to the benefit of the organization and its students.
4. Promptly responds to voicemail, e-mail, and requests for assistance.
5. Responds to calls for service and completes work orders and projects in a timely and efficient manner.
6. Runs errands related to equipment, materials, and/or supplies as needed.
7. Assists the Sewage Treatment Plant operator with daily inspection process and ongoing maintenance procedures.
8. Receives incoming deliveries and coordinates with the Business Manager to ensure items are properly received before payment is made for goods and services. Distributes items to appropriate locations.
9. Assists with custodian duties in the absence of the Custodian, or as otherwise required.

Weekly

1. Reviews and inventories supplies on hand; initiates orders for additional supplies as needed.
2. Cuts grass along driveway, bus loop, parking areas, front and rear of school, pavilion, etc.
3. Removes weeds from driveway media, cracks in sidewalk, parking areas, etc.
4. Checks pavilion, pavilion kitchen and pavilion restrooms to ensure cleanliness, supplies, and operational effectiveness. Empties trash and restocks supplies.
5. Assists with custodian duties in the absence of the Custodian, or as otherwise required.

Monthly

1. Cuts grass around fence perimeter of all stormwater basins, grass around pond, and grass along trail system.
2. Removes weeds from landscaped areas, including garden beds in front of school, courtyard, rear play area and pond.
3. Treats gravel paths around pond and trail system with weed killer.
4. Checks trail system for downed trees and safely removes and disposes of any obstacles.

5. Pressure washes under front canopy, courtyard canopy, dumpster area, loading dock, and pavilion concrete to remove waste and debris.
6. Cleans tables at pavilion and any outdoor seating areas around school, small pavilion, sidewalks and trails.
7. Thoroughly cleans the interior and exterior of school vehicles, including trucks, vans, UTV, tractor, etc.
8. Moves dumpsters and removes trash and other debris that may have fallen behind or between; pressure washes area as needed.
9. Participates in staff meetings.
10. Serves as an active participant of the School Safety Committee.
11. Participates in monthly fire and emergency preparedness drills with students and staff.

Quarterly

1. Changes air filters in rooftop HVAC units, including makeup air units. Changes filters in mini-made units in Server Room and IDF Rooms. Orders replacement filters to maintain supply on hand.
2. Checks and cleans trail signs; makes any necessary repairs.
3. Inspects all fencing, gates and locks and makes appropriate repairs.
4. Check both playgrounds, courtyard play equipment, and gaga pit for any damage and initiate necessary repairs.

Annually

1. Engages with third party contractors relating to:
 - a. Fire alarm testing (annunciators, pull stations, smoke/heat/CO detectors, etc.
 - b. Sprinkler system testing; both dry and wet systems.
 - c. Backflow prevention assembly inspection and testing.
 - d. Ansul system and range hood inspection and testing.
 - e. Fire extinguisher inspection.
 - f. Exterior and "high" window washing.
2. Inspects and cleans all stormwater basins on school property.
3. Paints exterior light pole bases, water meter pit, metal gates, garden enclosures and bollards.
4. Inspects sheds, gazebo, garden enclosures, decking and other ancillary structures for damage or need of repair and coordinates the completion of necessary repairs.
5. Inspects piping and connections in wastewater drainfield for any obvious damage, ensures all components are properly covered with mulch to prevent freezing.
6. Inspects wastewater drainfield and initiates an ongoing effort to remove unnecessary growth.
7. Checks roof for debris that may cause damage; check and clean roof drains to remove debris and standing water.
8. Actively participates in required sessions as part of Annual Preservice Training, In-Service Training, and any other training as needed.

9. Coordinates annual inspections of school-owned vehicles.
10. Coordinates the receipt, sorting, storage and delivery of school supplies and materials for the beginning of the year.
11. Closes the boardwalk on the trail system prior to winter and reopens the boardwalk in spring, inspecting it for damage and any safety concerns.
12. Recharges irrigation system each spring for soccer field irrigation; coordinates the proper draining and winterization of irrigation system each fall.
13. Performs high-cleaning of gymnasium each summer.

Cyclical/Ongoing

1. Performs a variety of repairs and tasks including and not limited to replacing floor tile, replacing electrical ballasts and bulbs, painting out graffiti/markings, repair fencing, patch asphalt or concrete, setting forms, installing paper towel or toilet paper dispensers, patching holes in plaster or wood walls, installing furniture, tack boards, scraping paint, trenching, cleaning out keyways of locks, vandalism repair work, preventative maintenance on equipment, pressure washing, locker repair work, tile repair/ replacement, both ceiling and ceramic bathroom tile, indoor, outdoor bleacher repair, grounds and tree maintenance.
2. Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.
3. Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs; treats for pests and rodents.
4. Installs soccer netting, goals and lines soccer field in preparation for practices and games.
5. Inspects and repairs student lockers as required.
6. Maintains system of trails and other outdoor areas including spreading stone, soil, mulch, etc.
7. Coordinates with Technology Administrator and outside vendors, as needed, relating to HVAC systems and doors.
8. Coordinates with outside vendors as needed, including trash removal, irrigation system, utilities, and other contractors.
9. Performs regular, preventative, and ongoing maintenance of small and large equipment, including cleaning, fueling, repairs, etc.
10. Repairs and replaces signage throughout campus, including driveway, parking areas, trails, and inside the school building and ancillary buildings.
11. Keeps equipment, supplies and materials organized in the Facilities Suite, General Storage, Service Corridor, Boiler Room, Electrical Room, Pavilion Storage and both Maintenance Buildings. Keeps these areas clean and free of unnecessary clutter and debris.
12. Makes recommendations relating to equipment repair, replacement or new equipment needs.
13. Works with others to setup and breakdown after schoolwide or community events.

14. Checks flat roof after heavy snowfall to ensure snow is not built up around rooftop equipment; remedy as required.
15. Troubleshoots any issues with doors and locks; coordinates repairs with third party vendor to ensure building security.
16. Works cooperatively and collaboratively with other team members and assists other Maintenance Technicians with tasks that require additional help.
17. May perform other maintenance duties as necessary.