

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
MAINTENANCE TECHNICIAN ASSISTANT**

QUALIFICATIONS: Shall demonstrate a satisfactory mastery of the duties and/or skills of the custodial/security and maintenance/security levels. At the assignment of the Superintendent shall complete additional training, secure and/or maintain designated credentials, certification, and/or licensure applicable to general and/or specific duties assigned. As scheduled by the Director of Business Affairs and Maintenance Coordinator provide records of inventory control, maintenance logs, complete repairs and be responsible for the security of the building, grounds, and equipment therein.

RESPONSIBLE TO: Superintendent
SPECIFIC DUTIES:

1. Be able to organize a job for time, materials, expense, safety, workmanship and clean up.
2. As directed by Director of Business Affairs be able to order materials, equipment, parts necessary for fire extinguishers, eye wash stations, AED's, elevator and any other Health or safety needs. Assist inspectors during Health Inspections.
3. Act as head custodian for building utilization events needing custodial attending in building on 2nd shift including set up, tear down, and clean-up of areas used for building utilizations on any shift.
4. Satisfactorily perform evaluations using various test equipment such as amprobe, VOM meter, voltage tester, leak detectors, continuity testers, gauges, boiler treatment testing, etc.
5. Demonstrate sufficient skills to handle a wide range of emergencies.
6. Provide requested data, performance evaluations etc. to the Maintenance Coordinator in the review of goods and/or services intended for maintenance, custodial/security and/or improvement of the buildings, grounds or equipment contained therein.
7. Attend meetings, seminars and workshops as assigned.
8. Complete repairs to buildings, grounds and equipment.

9. Emergency request for spill(s) clean up or equipment malfunction shall be completed immediately upon notification.
10. Maintain sufficient knowledge of all systems to be able to assess malfunctions, correct said malfunctions, and/or schedule technical assistance when required.
11. Work with all Pioneer staff in completion of duties.
12. Perform security duties as assigned.
13. Shall maintain a CDL driver's license with a bus driving endorsement to include all required training, annual in-service requirements, etc.
14. Shall be subject to call any time an emergency exists.
15. Shall maintain accessibility through use of phones and/or radio communication at all times.
16. Perform other duties as assigned by the Superintendent and/or his/her designee.