

Job Description

Job Title: Equipment Repair Technician

Supervisor: Area Custodial Supervisor

Job Classification: Non-Exempt

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for providing repair and maintenance for custodial equipment.

Essential Duties

1. Performs service, maintenance and repairs on custodial equipment, such as buffers, vacuum cleaners, and extractors, or other equipment as required.
2. Operates and utilizes a variety of hand/power tools.
3. Maintains records of tasks performed, maintenance records and part inventory.
4. Transport equipment to schools when needed.
5. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Area Custodial Supervisor or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or GED required or specialized vocational training in small motor maintenance and repair and the safe use of hand-held power tools. Some experience preferred. Must possess a valid Virginia's Driver's License.

Working Conditions and Physical Requirements

Requires heavy work that involves lifting, pushing, or raising objects, exerting between 50 to 75 pounds of force on a regularly basis. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Area Custodial Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Equipment Repair Technician will be required to follow any other instructions and to perform any other

related duties as assigned by the Area Custodial Supervisor or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 09/2021 CR
Updated 03/2026 LS