

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PREVENTIVE MAINTENANCE TECHNICIAN-FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services (FNS), perform a variety of skilled work in the maintenance and repair of FNS facilities; install, repair and maintain food service equipment and appliances. Work collaboratively with FNS staff, outside contractors and vendors.

ESSENTIAL FUNCTIONS:

Install, repair and maintain food service equipment and appliances including but not limited to packaging lines, ovens, warmers, kettles, walk-in and reach-in refrigeration and freezer units, slicers, ice machines and cold and hot food boxes.

Provide systematic maintenance at the FNS Central Kitchen and other department facilities. Perform scheduled preventative maintenance safety checks and inspections on a variety of FNS equipment.

Maintain FNS facilities in a clean and sanitary condition; keep equipment and tools in safe, clean and orderly condition; dispose of hazardous materials in accordance with established guidelines.

Operate a motor vehicle to transport equipment, supplies and materials to and from District and vendor sites; operate a variety of machinery, including but not limited to forklift, pallet jack, scissor lift.

Operate and maintain a variety of hand and power tools and equipment.

Operate a computer and assigned software; maintain detailed equipment maintenance records. Keep continuous and accurate records of all work performed; prepare reports related to annual inspections and assigned activities.

Identify and communicate site structure maintenance and repair needs to appropriate personnel; submit work requests; provide estimates for maintenance repairs at the FNS Central Kitchen and various sites.

Communicate with District personnel, outside contractors and vendors to address equipment issues, receive quotes for repairs needed, schedule maintenance; assist to resolve issues, complaints or concerns in regard to equipment and the maintenance of equipment.

Assist staff with instruction of safe work methods and procedures, assuring compliance with Cal OSHA and applicable safe work practice standards; monitor OSHA regulations and standards and communicate updates to staff.

Remain on-call for emergency situations as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, principles, practices, materials, tools, terminology and equipment used in the building maintenance trades.

Alarm technology, carpentry, glazing, locksmithing, painting and plumbing.

Applicable building codes, ordinances, fire regulations and safety precautions.

Safe and efficient work practices related to mechanical and electrical equipment.

Requirements of maintaining buildings and facilities in good repair.

Proper methods of storing equipment, materials and supplies.

Policies and objectives of assigned program and activities.

Health and safety regulations and procedures.

Operation and use of hand and power tools and equipment.

Proper lifting techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Safe driving techniques.

Basic math.

ABILITY TO:

Maintain FNS facilities in a clean and sanitary condition.

Install, repair and maintain food service equipment and appliances.

Inspect facilities for maintenance and repair needs and fire, safety and health hazards.

Operate tools and equipment used in general maintenance work.

Operate a computer and assigned software.

Work from blueprints, shop drawings and sketches.

Estimate materials and supply needs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Speak, read and write English at a level required for satisfactory job performance.

Prepare routine reports related to work performed.

Work independently with little direction.

Effectively, organize and prioritize work load.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Bend at the waist, kneel or crouch.

Use proper lifting methods.

Climb ladders.

Reach overhead, above the shoulders and horizontally.

Move hands and fingers to operate hand and power tools.

Hear and speak to exchange information.

See to perform maintenance work and read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years increasing responsible journey-level maintenance experience. Associate's Degree in Refrigeration or equivalent preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Floor-lift 72 pounds and arm-lift 66 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

HAZARDS:

Working around equipment having moving parts.

Working on ladders or scaffolding.