

Central Administrative Offices
701 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-0710
Fax: 814-684-8408

Tyrone Area Elementary School
601 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-1342
Fax: 814-684-2149



TYRONE
AREA SCHOOL DISTRICT
Soaring Forward to Explore, Challenge and Succeed
www.tyrone.k12.pa.us

Tyrone Area Middle School
1001 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-682-1013

Tyrone Area High School
1001 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-684-4245

JOB DESCRIPTION

DATE: October 15, 2024

POSITION: Maintenance Technician

REPORTS TO: Director of Physical Plant

PRIMARY FUNCTIONS:

The Maintenance Worker is responsible for the upkeep, repair, and general maintenance of school facilities including HVAC and plumbing systems. This includes performing routine inspections, addressing maintenance issues, and supporting the overall safety and cleanliness of the school environment.

COMPENSATION:

Starting wage is \$17.50 per hour per collective bargaining agreement. Pay increases will be in accordance with the collective bargaining agreement.

QUALIFICATIONS:

1. Minimum education of a High School Diploma or its equivalent.
2. Experience in building trades such as plumbing, HVAC mechanic/technician on commercial and institutional projects.
3. Possess basic skills in carpentry, electrical, and mechanical equipment repairs.
4. Skills
 - Basic computer skills required for the operation of automated building systems.
 - Knowledge of basic plumbing, electrical, and carpentry skills.
 - Ability to operate maintenance tools and equipment safely.
 - Strong problem-solving skills and attention to detail.
 - Good communication and interpersonal skills.
5. Possess a current, valid Pennsylvania Driver's License.

DUTIES, RESPONSIBILITIES AND SPECIFIC SKILLS REQUIRED:

1. Operate the Automatic Temperature Control (ATC) and Boiler Master Control Systems with the Director of Physical Plant and assigned staff. Prior experience with operation of ATC system preferred.
2. Maintain and operate heating and cooling systems at all district buildings, including boilers, circulating pumps, valves, terminal units, ERU's, etc. Licensed HVAC Tech preferred.
3. Able to read and understand blueprints, building plans, sketches and schematic drawings and wiring plans.
4. Ability to troubleshoot mechanical and physical plant systems.
5. Monitor heating and cooling systems daily and report any problems immediately.
6. Organize, schedule and facilitate completion of district repairs.
7. Fix plumbing issues, electrical problems, HVAC systems, and structural repairs as needed.
8. Operate district vehicles and equipment.

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9. Understand and follow the district's preventative maintenance program. Inspect district-owned facilities on a regular basis to carry out those directives.
10. Ensure the safe condition of boilers and mechanical systems such as pumps, receivers, coils, valves, traps, piping, chemical solutions, controls and similar mechanical elements in the facilities owned and operated by the district.
11. Ensure the safe condition of pipes, drains, valves, and plumbing fixtures and equipment in the facilities owned and operated by the district. Duties may include replacement of faucets or flush valves, repair to toilets, urinals and sinks and clearing blocked sewers and drains.
12. Activate/deactivate water supplies to the Field House and Gray Field facilities.
13. Assist in replacing air filters at least twice each year as required by the preventative maintenance program.
14. Review, prioritize and carry out work orders provided by district personnel after reviewing with the Director of Physical Plant.
15. Assist in ensuring the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, ceiling panels, hardware, and similar structural elements in the facilities owned and operated by the district.
16. Organize and maintain comprehensive inventory of replacement parts for all schools.
17. Check roofs and ensure that drains and gutters are free of debris. Schedule cleaning as needed.
18. Maintain basic operation of the Master Clock, Phone and Building PA systems. Assist in the operation of the systems in the absence of the Director of Physical Plant, or Head Custodian.
19. Maintain basic operation of the intrusion detection system (security) and the fire alarm system. Assist in the operation of the systems in the absence of the Director of Physical Plant or Head Custodian.
20. Assist in ensuring the safe condition of lighting fixtures, electrical apparatus, fixtures, motors, wiring, switches, receptacles, air conditioning and refrigeration units, cafeteria and kitchen equipment and similar electrical elements in the facilities owned and operated by the district.

Physical Requirements

- Ability to lift heavy objects (often 50 lbs. or more) and carry them over short distances.
- Prolonged periods of standing, walking, and moving around the school grounds.
- Ability to climb ladders and scaffolding to perform repairs or maintenance at heights.
- Frequent bending, stooping, and kneeling to access equipment, clean areas, or perform repairs.
- Ability to reach overhead and perform tasks in confined spaces.
- Good hand-eye coordination and manual dexterity for using tools and equipment safely.
- Capability to perform physically demanding tasks for extended periods, sometimes in varying weather conditions.
- Ability to move quickly in response to emergencies or urgent maintenance needs.

Temperament

- Ability to work as a member of a team
- Must be courteous and able to effectively communicate with staff
- Must be cooperative, congenial and service-oriented, and promote these qualities in the district
- Ability to work in an environment with frequent interruptions