



Little Rock School District

JOB DESCRIPTION

Position Title: **Equipment Maintenance Technician II – Child Nutrition**

Prepared Date: **06/08/2022**

JOB GOAL:

The job of the Equipment Maintenance Technician II works under general supervision with the specific responsibility of identifying for repair and/or replacement equipment needs. Installing, maintaining, upgrading and recommending systems for institutional food service equipment for all kitchens in the LRSD. Completes work orders and maintains records of all jobs performed. Reports directly to the Director of Child Nutrition.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 10, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Minimum of Associate's degree preferred in a related field from a college or university
2. Must have High School diploma or GED.
3. Minimum of three years of successful experience in the maintenance, installation and repair of institutional food service equipment.
4. Must have EPA G08 Certificates Types I, II, III and/or Universal required or be able to obtain within 6 months of employment.
5. Demonstrated ability in effective written and oral communication skills and in solving problems related to equipment maintenance.
6. Must be computer literate and able to perform all related functions necessary to maintain records and financial accountability.
7. Must have a valid driver's license – no conviction for careless or reckless driving, or DWI in last five (5) years.
8. Must be physically able to lift heavy loads and stand for long periods of time.
9. Must be able to meet the physical requirements of the job and possess the ability to work in all environmental conditions to perform common functions and duties.
10. Must be willing to submit to and pass a drug test and background screening.
11. Applicants should be prepared to show evidence of these qualifications in an initial screening interview.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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1. Determines in cooperation with the Child Nutrition Director, the priorities of equipment maintenance requests and equipment needs. Coordinates with assigned supervisor and/or other trades for the purpose of completing projects and work orders efficiently.
2. Performs general duties: Changes filters in vent outlets and cleans casings; performs preventative maintenance inspections and repairs; prepares reports showing date of inspection, repairs made, and cost of material; maintains complex set of tools; inventories supplies, and notifies supervisor of material needed; cleans and maintains work-area.
3. Diagnoses causes of problems and/or failures in systems repair and/or replacement needs. Repairs Child Nutrition equipment to serviceable condition for efficient operation.
4. Installs and/or moves equipment as required by department for replacement and renovation purposes. Maintains fixed assets log.
5. Procures parts and materials according to district policy and department regulations, and supervisor's instruction.
6. Responsible for startup and shutdown of equipment in a timely manner at the opening and closing of a school year.
7. Adheres to preventive maintenance schedule on major equipment in each operation location within the district.
8. Schedules workload to ensure that equipment is repaired in a timely manner to prevent disruption of normal food service operations. This may include evening and weekend duty. Responds to emergency situations during or after hours
9. Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition
10. Participates in meetings, workshops, training seminars, as assigned, for the purpose of conveying and/or gathering information required to perform job functions
11. Provides training to child nutrition personnel for minor equipment adjustments and maintenance.
12. Complies with safety and sanitation standards for Child Nutrition food service operations.
13. Ensure security of kitchens, equipment and tools. Safeguards against improper use of district-owned equipment, resources, keys and security codes.
14. Maintains shop area; keeping it clean and organized.
15. Works in cooperation with Maintenance & Operation Department in coordination of electrical, plumbing, and construction requirements to meet minimum codes and district requirements.
16. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of



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sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.