



BIG RAPIDS PUBLIC SCHOOLS

Posting/ Employment Opportunity

February 9, 2026

BRPS District Maintenance Technician Job Description

Reports to:	Facilities Director
Position Summary:	Under general supervision the employee will perform carpentry work, building alterations and maintenance of the school district facilities and grounds as required.
Required Skills & Qualifications	<ul style="list-style-type: none">• Technical Knowledge & Skills-Working knowledge of HVAC systems, building automation systems, electrical systems, plumbing, and mechanical equipment. Experience with hydraulic boiler systems preferred.• Problem-Solving & Judgment-Ability to diagnose problems efficiently and implement effective solutions.• Physical Requirements-Ability to perform physically demanding work. Must be able to lift 50 pounds, climb ladders, work on elevated platforms, areal lifts, and work in varied environments.• Communication & Organization-Effective communication and interpersonal skills with the ability to manage work orders and maintain organized records.• Education & Experience- High School Diploma or equivalent required. Vocational training, technical coursework, or relevant certifications preferred. Motor Vehicle License Required.
Key Responsibilities	<ul style="list-style-type: none">• Preventative Maintenance- Perform routine inspections and preventive maintenance on district buildings, systems, machinery, and equipment. Conduct lubrication, cleaning, adjustments, and replacement of worn or defective parts to ensure safe and efficient operation of facilities.• Repairs & Troubleshooting- Diagnose, troubleshoot, and repair electrical, mechanical, plumbing, and HVAC systems. Operate, monitor, and adjust the building HVAC automation system (BAS). Operate and maintain hydraulic (hot water) boiler systems in accordance with safety standards and manufacturer guidelines.• Facility Maintenance & Upkeep- Perform general building maintenance such as painting, drywall repair, carpentry, minor construction, and grounds or landscaping support as needed. Adjust or replace door locks, weather stripping, blinds, floor tile, gutters, and downspouts. Operate and maintain power and hand tools. Assist in plumbing and mechanical trades as needed. May lead and instruct helpers.• Safety & Regulatory Compliance- Ensure all work complies with safety regulations, building codes, and district policies. Identify unsafe conditions and take corrective action or report concerns to supervision.• Documentation & Recordkeeping- Maintain accurate records of maintenance activities, inspections, repairs, work orders, and inventory of tools and materials.• Emergency Response- Respond to emergency maintenance situations, including evenings, weekends, holidays, or inclement weather as required.• Other responsibilities as assigned

