

VACANCY
April 29, 2019

JOB BID #31

Title: System Specialist (8hrs/day) – Central Stores

6:00 a.m. – 2:30 p.m.

FLSA Status: Non-exempt

Classification: Classified

Immediate Supervisor: Director of Operations

Job Summary: This position is responsible for performing installation and maintenance of district systems.

Hiring Specifications:

Education

- High school diploma or equivalency
- Valid Iowa Driver's License

Certification

- Current State of Iowa Electrical license, preferred

Experience

- Previous system maintenance experience, preferred

Skills, Knowledge & Abilities

- Clean driving record/ability to be insured as a driver on district liability insurance
- Mechanical aptitude for equipment operation
- Ability to read operating instructions and write reports
- Ability to read blueprints
- Knowledge of preventive maintenance procedures
- Working knowledge of special systems
- Knowledge of safe working procedures
- Ability to read work orders and receive oral instructions
- Ability to read meters, gauges and recording devices and log information
- Ability to communicate effectively orally and in writing
- Ability to work independently and in a team environment
- Ability to maintain confidentiality
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Technology Requirements

- Ability to access email and attachments and respond electronically as necessary

Supervision of Others:

- N/A

Personal Contacts:

- District staff
- Students
- Community members

Job Duties:

WATERLOO COMMUNITY SCHOOL DISTRICT

VACANCY
April 29, 2019

Job Duties:

1. Troubleshoot, install, program and maintain the following systems:
 - a. Fire alarms
 - b. Burglar alarms
 - c. Door entry
 - d. ADA entry
 - e. A-Phone Intercom
 - f. Sign/message boards
 - g. Sore boards
 - h. PA systems
 - i. Intercom systems
 - j. Camera, DVRs and related equipment
 - k. Clocks, master clocks and transmitters
 - l. Lighting, dimming and sound for auditoriums and theaters
 - m. Sound enhancement for classrooms/Lightspeed
2. Respond to after-hours alarms calls as necessary.
3. Follows safe working procedures.
4. Cleans area after work is completed.
5. Performs snow removal duties as needed.
6. Performs duties during auditorium events as necessary.
7. Perform other duties as assigned.

Physical Requirements:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping				X
E.	Pushing/Pulling				X
F.	Reaching				X
G.	Climbing/Stairs/Ladders				X
H.	Driving			X	
I.	Lifting		Up to 100 lbs.		Up to 50 lbs.
J.	Carrying		Up to 100 lbs.		Up to 50 lbs.
K.	Manual Dexterity Tasks				
	Telephone		X		
	Computer			X	
	Other (equipment necessary to complete job duties)				X
L.	Working Conditions				
	Inside				X
	Outside			X	
	Extremes in temp/humidity		X		

Additional physical requirements: Work around machines with moving parts, moving objects or vehicles; exposure to gas, sewage, dampness, humidity, toxic chemicals, explosive environments and airborne dust; slippery or uneven walking surfaces; ability to move knobs, buttons or switches; ability/agility to climb ladders, stairs, scaffolding, ramps, stoop or kneel

VACANCY
April 29, 2019

Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Terms of Employment: Twelve-month assignment per Board policy and administrative guidelines. Performance evaluated annually.

Persons bidding on this position must discuss job requirements with building principal and Chuck Callaway or Marty Metcalf. Complete the job bid process by visiting:
<http://www.waterlooschools.org/hrs/afscme-job-openings>

BIDS ARE DUE BY 4:30 ON THE CLOSING DATE.

CLOSING DATE: Monday, May 6th, 2019