



EMPLOYEE NAME: _____

Revised: 5/05; 4/08; 10/09; 10/12; 6/18;10/23

JOB DESCRIPTION

POSITION TITLE: Indoor Environmental Quality Technician	JOB CODE: 456H
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank H (NW08)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Conducts inspections and makes corrections for facilities that demonstrate problems in Indoor Environmental Quality (IEQ), pest control and/or sanitation issues.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver’s license; Preferred: IEQ Accreditation and/or Pest Control licensing
3.	Experience: 2 years in a facility related maintenance trade; Preferred: 2 years Indoor Environmental Quality experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication, computer application skills, knowledge and use of CCSD intranet e-mail.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Surveys buildings for IEQ, pest control, and sanitation issues.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Compiles detailed reports of the IEQ, pest control, and sanitation activities.
6.	Conducts IEQ remediation work and pest locate and removal.
7.	Responds to emergencies in IEQ, pest control and sanitation ensuring proper clean up and follow up inspections.
8.	Creates surplus chemical inventories and monitors removal by contractors.
9.	Meets with school staff and/or pest control vendors to resolve issues related to IEQ, pest control and sanitation.
10.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
11.	Initiates and completes assigned projects in a timely and accurate manner.
12.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____