

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

MAINTENANCE ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in assigned trade.
- (3) Commercial Driver's License preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the assigned trade area. Ability to read and follow blueprints. Knowledge of local codes and health / safety issues. Ability to work as a team member. Ability to do cross-over work in any of the following areas: plumbing, electrical, HVAC, and refrigeration.

REPORTS TO:

Director of Facilities

<p>JOB GOAL</p>

<p>To assist in maintaining the physical facility in the District in a safe and healthy manner.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

MAINTENANCE ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:**

NOTE: Maintenance Assistants will be assigned functions specific to the trade to which they are assigned. Specific duties will vary according to assignment.

Service Delivery

- * (1) Assist in maintaining and installing the District's electrical systems; to include, plumbing, HVAC, and refrigeration.
- * (2) Assist in maintaining a tools, materials, and parts inventory.
- * (3) Assist in meeting all requirements of building codes.
- * (4) Assist in developing and maintaining a preventive maintenance program.
- * (5) Assist in maintaining alarm systems.
- * (6) Assist in maintaining inter-com systems.
- * (7) Assist in ordering and bidding parts and materials.

Employee Qualities / Responsibilities

- * (8) Work independently and as a team member.
- * (9) Interact effectively with school personnel and maintenance workers.
- * (10) Report to work punctually and regularly.
- * (11) Display an appropriate work ethic.
- * (12) Follow maintenance policies and procedures.

System Support

- * (13) Communicate well with Director of Facilities.
- * (14) Maintain a positive relationship with outside vendors.
- * (15) Represent the School Board in an appropriate manner.
- (16) Perform other duties as assigned.

*Essential Performance Responsibilities