

MACON COUNTY SCHOOLS

MAINTENANCE WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training and experience in a given trade such as heating/air conditioning, plumbing/boiler repair, electrical, carpentry, painting, or lawn maintenance.
- (3) Valid Alabama Commercial Driver's License (CDL).
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of trades for assigned areas. Knowledge of and skill to use tools of the trades. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to perform routine duties guided by standard practices. Ability to take initiative to begin projects without supervision. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions.

REPORTS TO:

Maintenance Supervisor

JOB GOAL

To assist in efficiently maintaining facilities and equipment in the system in a safe and attractive condition.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist carpentry jobs as needed including the building of new walls and doorways, repairing cabinetry and desks or existing structures, and building new structures.
- * (2) Change filters at all sites in the system.
- * (3) Maintain and repair electrical wiring and lights at all sites in the system.
- * (4) Maintain and repair door locks and door hardware at all sites in the system.
- * (5) Weld and build products as needed.
- * (6) Assist in surplus pickup at all sites in the system.
- * (7) Demonstrate initiative in the performance of assigned responsibilities.
- * (8) Ensure adherence to good safety standards.
- * (9) Model and maintain high ethical standards.
- * (10) Follow attendance, punctuality and proper dress rules.
- * (11) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (12) Maintain proper care of tools and materials.
- * (13) Communicate effectively with students, parents, staff and administrators.
- * (14) Keep supervisor informed of potential problems or unusual events.

MAINTENANCE WORKER (Continued)

- *(15) Respond to inquiries and concerns in a timely manner.
- *(16) Prepare all required reports and maintain all appropriate records.
- *(17) Follow federal and state laws and School Board policies.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the school system and its goals and priorities.
- (20) Perform other tasks consistent with the goals and objectives of this position.

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 system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

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

*Essential Performance Responsibilities