POSITION DESCRIPTION 7.03

TITLE: Maintenance Worker

QUALIFICATIONS: 1. High school diploma, or GED Preferred

2. Experience in maintenance and services

4. A valid driver's license

5. Such alternatives to the above qualifications as the Board may find

appropriate and acceptable.

REPORTS TO: Maintenance Supervisor

JOB GOAL: To repair and maintain district facilities to ensure efficient operation at all

locations.

JOB DUTIES

 Installs, maintains and repairs plumbing equipment, such as toilets, sinks, faucets, and water heaters

- 2. Repairs leaks and clears clogged drains
- 3. Maintains and accounts for equipment tools and supplies used for duties assigned
- 4. Performs minor repairs in the maintenance and repair of buildings and fixtures
- 5. Constructs and installs fixtures and furniture such as partitions, chalkboards, windows, etc.
- 6. Assists in repair and installation of tiles, windows, locks, and similar items
- Assists in the repair and maintenance of refrigeration and air conditioning equipment when feasible
- 8. Replaces and repairs electric motors and compressors
- 9. Performs carpentry work to repair, install, and construct cabinets, doors, tables and similar items
- 10. Assists in roofing repair and replacement
- 11. Constructs walls, dividers, and other framework
- 12. Builds forms and pours concrete
- 13. Must be able to lift heavy items including furniture and building supplies
- 14. Operates and maintains boilers, water heaters, and auxiliary equipment
- 15. Must be able to work in weather conditions both hot and cold
- 16. Maintains cleanliness of shop area

- 17. Checks buildings for fire and safety problems
- 18. Performs preventive maintenance in assigned areas
- 19. Must be able to operate some types of heavy equipment as directed
- 20. Maintains work orders and prepares reports when asked
- 21. Must be able to use both hands and stand for long periods
- 22. Maintain professional growth and competence through professional development <u>as per Board</u> Policy 5.5 Personnel Professional Development
- 23. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 24. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		☐ 9-Month	☐ 10-Month	☐ 11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and a	agreed to by:	Employee		Date	
☐ Principal/Progra	m CoordinatorInitials	Human Resource Initials			