

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Plumber/Electrician

QUALIFICATIONS:

1. High School diploma and job-related advanced education
2. Background in supervision.
3. Demonstrated knowledge and expertise in electrical repair, environment control, maintenance and plumbing.
4. Read and understand construction prints and electrical schematics
5. Welding and torch skills.
6. Above average mechanical ability.
7. Computer operation and skills.

REPORTS TO: Maintenance Supervisor

JOB GOAL: To carry out all assigned duties with expedience and cost effectiveness for the betterment of the educational setting and facilities.

PERFORMANCE RESPONSIBILITIES:

1. District audio visual repair
  - A. Diagnose, repair, clean, and maintain
  - B. Contact vendors, obtain quotes and order parts
  - C. Keep accurate parts and equipment inventory
2. Industrial Arts machine and hand tool repair
  - A. Diagnose, repair, clean, and maintain
  - B. Contact vendors, obtain quotes and order parts
3. Security – Best Lock
  - A. Code, pin, cut keys, install, diagnose problems and repair
  - B. Contact vendors, obtain quotes and order parts
4. Maintain district plumbing needs
5. Assists maintenance supervisor and carpenter in general maintenance, remodeling and renovation work.
6. Monitor district buildings through use of computer monitor and phone system.  
On call 24 hours a day, 7 days a week.
7. Assists ground crew and transportation.
8. Maintain a high level of professionalism with all district personnel.
9. Ensure custodial efficiency through on hands help and product awareness.
10. Complete all assignments designated by the maintenance supervisor.
11. Communicate daily about problems and job schedules with maintenance supervisor.
12. Maintain a high level of safety and efficiency.
13. Ascertain district needs and make recommendations for implementing new projects.

Page 2 – Plumber/ Electrician

TERMS OF EMPLOYMENT: Twelve months. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/2/03