

ST. TAMMANY PARISH SCHOOL BOARD
Department of Human Resources
Job Description

TITLE: Food Services Maintenance Mechanic FSM05 (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma or its equivalent
3. Satisfactory completion of two-hour asbestos awareness training course within sixty days of employment
4. Shall take random alcohol and drug abuse testing if your job responsibilities involve driving a parish vehicle that requires a commercial driver's license
5. Knowledge of the standard practices, methods, and tools involved in the operation, and maintenance of cafeteria equipment and facilities in multiple trades or crafts.
6. Knowledge of electrical, plumbing, heating, air conditioning and refrigeration trades
7. Knowledge of occupational hazards and safety precautions of multiple trades/crafts
8. Ability to work from blueprints and sketches to estimates of time and material and to install, operate maintain and repair various types of equipment
9. Capability of assuming responsibility for all work assigned to crew, and ability to supervise work of general maintenance workers when called upon to do so.
10. Ability to prepare and/or follow written/oral instructions
11. Three (3) years of progressive maintenance or construction experience
12. Possesses valid Louisiana Driver's License
13. Attention and care required to prevent injury to others when performing maintenance work
14. EPA Certification or willing to obtain EPA Certification

REPORTS TO: Food Services Maintenance Foreman

JOB GOAL: To maintain present, and add enhancements to, cafeteria equipment and facilities to provide a pleasant and safe environment for the well-being of students, employees and others to promote a positive learning environment for students.

JOB SUMMARY: Skilled work in, on, or around cafeteria equipment and facilities to help keep them in a good state of repair or to enhance their value to students, staff and the public. Skilled general or mechanical work in the maintenance and repair of cafeteria equipment and facilities. Expected to make decisions as to analysis, repairs required and methods of making repairs to do an effective job.

Work is assigned by supervisors orally, or in writing, and may be accompanied by blueprints or sketches. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification should be (1) striving to obtain a plumber, electrician, or air conditioner and refrigeration license; or (2) should be recognized as having achieved journeyman level competency in multiple construction trades to receive consideration for advancement to a higher classification.

ESSENTIAL JOB FUNCTIONS:

1. Performs major commercial equipment repairs.
2. Installs, services, and maintain heating, refrigeration, air conditioning systems, and appliances; makes major repairs or replaces gas/oil burners, hot air furnaces, water heaters, or radiators; cleans, oils, greases, and overhauls mechanical systems
3. Performs routine preventive maintenance to correct defects before cafeteria equipment breaks or deteriorates and assists in the replacement and installation of new cafeteria equipment.
4. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by competent authority.

PHYSICAL DEMANDS:

1. Must be in good health and possess the physical skill and stamina to perform job responsibilities.
2. Skilled in the use of tools, materials, and equipment with the ability to climb ladders, build and climb scaffolds and work from either.

ENVIRONMENTAL CONDITIONS: The Food Services Maintenance Worker performs his duties both inside and outside. The worker can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and a variety of inclines.

TERMS OF EMPLOYMENT: Twelve months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Employee)

Date: _____

Employee Name (Please Print)

Employee Identification Number

Original – Human Resources

Copy - Supervisor

Copy - Employee