

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Maintenance Worker M02 (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. Willingness to take random alcohol and drug abuse testing if your job responsibilities involves driving a parish vehicle that requires a commercial driver's license
 5. Attention and care required to prevent injury to others when performing maintenance work
 6. Sixth months experience required
 7. Possesses valid Louisiana Driver's License

REPORTS TO: Foreman

JOB GOAL: To maintain present, and add enhancements to, school sites 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:

In addition to the requirements of the next lower general maintenance worker grade, performs routine and limited skilled work involving minimum responsibility to accomplish assignments promptly and efficiently as directed. Work involves both light and heavy physical labor in a wide variety of activities. Works in a group, which may include skilled or semiskilled workers performing routine tasks requiring minimal knowledge of craft operations. Work is assigned in detail by an immediate supervisor and is subject to constant inspection and supervision. The type of work in this classification would normally be of a non-technical nature such as cleaning, painting, nailing, patching, digging, and otherwise assisting other workers.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of limited skill tasks as a helper in building maintenance crafts/trades assisting and learning from skilled maintenance workers.
2. Operates a truck and assists in unloading and placing equipment and material in the proper location at school sites.
3. Performs housekeeping duties at the warehouse or at school sites such as: sweeping floors, removing accumulated debris, pressure washing, etc.
4. Performs simple tasks such as fixing leaky faucet's, changing light bulbs, making minor repairs, painting, gluing, or nailing.
5. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.
6. Works under the close supervision of higher graded employees to learn one or more specific skills.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Willingness to perform any type of assigned task and work in one or more trades/crafts.
2. Other related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Good physical condition and sufficient strength to do heavy lifting, digging, carrying, stooping, standing, bending, pulling, climbing ladders, and reaching up and down with ability to understand and carry out oral and written instructions.
2. Ability to climb ladders or scaffolds and works from either.

ENVIRONMENTAL CONDITIONS:

The General 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 of 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: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept.

Copy - Supervisor

Copy - Employee