

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: General Maintenance Mechanic M04 (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 involve driving a parish vehicle that requires a commercial driver's license
 5. Working knowledge of the principles and practices applied in the installation, maintenance, and repair of school buildings and equipment in at least one trade or craft
 6. Ability to understand, and carry out, oral and written instruction
 7. Knowledge of the principles and practices applied in the safe efficient use of tools, materials, and equipment employed in one or more trades/crafts
 8. Working knowledge of occupational hazards and safety precautions of multiple trades/crafts
 9. Two (2) years of maintenance or construction experience required
 10. Possesses valid Louisiana Driver's License
 11. Attention and care required to prevent injury to others when performing maintenance work

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:

Semiskilled work in, on, or around school sites and facilities to help keep them in a good state or repair by performing minor painting, carpentry, roofing, electrical, plumbing, mechanical, masonry, air-conditioning or other. repairs. Assignments are received orally or in writing, and may be accompanied by rough sketches. Employee receives technical advice from more senior craftsmen who inspect and check the work.

ESSENTIAL JOB SKILLS:

1. Performs such minor interior repairs as installing and replacing locks, replacing window panes, adjusting doors, replacing faucet's or washers, repairing toilets, clearing clogged drains, tightening pipe joints, hanging and repairing blinds, making and installing screens, replacing broken tiles, painting, repairing or replacing woodwork, repairing walls, and making minor repairs to furniture.
2. Shut off and turns on utilities, connects appliances, hot air furnaces, water heaters, air-conditioning units, kitchen equipment, and radiators, cleans, oils and performs operating maintenance on small motors, fans, blowers, pumps and similar items.
3. Performs such exterior repairs as tack welding, patching roof leaks, repairing or replacing gutters, steps, decking, guard rails, or shelters, installing or repairing fences, repainting repaired areas, installing or repairing concrete/asphalt walks and drives and re-cementing masonry.
4. This level will serve as the entry level for dump truck driver/equipment operators. These individuals operate a dump truck with or without trailer, light crawler type graders, or tractors. They must possess a commercial driver's license.
5. This level will serve as the pay level for both the Covington and Slidell Division dispatchers. These individuals receive and transmit radio, telephone or written messages. They serve as the division receptionist by meeting applicants, salesmen, and visitors. They generally know the whereabouts of maintenance crews, write purchase orders, maintain files of purchase orders, and match receiving reports or invoices to purchase orders for processing by the Accounting Department. Performs general warehouse duties.
6. 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 appropriate authority.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Good physical condition and sufficient strength to do heavy lifting, carrying, standing, stooping, bending, pulling, climbing ladders, and reaching up and down.

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 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 of federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number