

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Maintenance Worker M01 (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. Have the ability to understand and carry out oral and written instructions
 6. Attention and care required to prevent injury to others when performing maintenance work.
 7. Some experience preferred but not required
 8. 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:

Routine and unskilled work involving responsibility to perform assignments promptly and efficiently as directed. Work involves both light and heavy physical labor in a wide variety of activities. Works in a Maintenance Crew performing very routine tasks requiring minimal knowledge of craft operations. Assists semiskilled or skilled workers in work assigned in detail by an immediate supervisor. Work will be closely monitored, supervised, and inspected. The type of work in this classification would normally be of a non-technical nature such as loading, unloading, cleaning, painting, nailing, patching, digging, and otherwise assisting other workers.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the loading and unloading of supplies and equipment at the warehouse or at school sites.
2. Performs duties to assist semiskilled or skilled workers in the performance of their duties.
3. Performs housekeeping duties at the warehouse or at school sites such as: sweeping floors, cleaning toilet facilities, removing accumulated debris, and stacking supplies in an orderly and safe manner pending delivery.
4. Occasionally operates a van, pickup, stake or panel truck to deliver materials, supplies, and equipment.
5. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. May do related duties as assigned by appropriate authority.
2. Willingness to perform any type of assigned task.

PHYSICAL DEMANDS:

1. Good physical condition and sufficient strength to do heavy lifting, digging, carrying, stooping, standing, bending, pulling, and reaching up and down.
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 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