

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

TITLE: Food Services Maintenance Mechanic FSM 06 (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. Thorough knowledge of the standard practices, methods, and tools involved in the operation, maintenance, and repair of cafeteria equipment and facilities.
6. Knowledge of electrical, plumbing, heating, air conditioning, and refrigeration trades
7. Thorough knowledge of the hazards and safety precautions of multiple trades
8. Ability to work from blueprints and sketches, to make estimates of time and material, to make a full materials list of all work orders assigned, 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 oversee work of general maintenance workers and general maintenance mechanics M04 and M05
10. Ability to prepare and/or follow written/oral instructions
11. Four (4) years of progressive maintenance or construction experience
12. Possesses valid Louisiana Driver's License.
13. 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 electrical, plumbing, heating, air conditioning, and refrigeration or multiple works in the maintenance and repair of cafeteria equipment and facilities. Performs specialized work involving responsibility for the installation, operation, and maintenance of electrical, plumbing, or air conditioning systems, and commercial equipment. Makes own decisions as to analysis, repairs required and methods of making repairs to do an effective job. Gives technical assistance to general workers and maintenance mechanics FSM04 and FSM05 as required.

Work is assigned by a foreman or supervisor orally, or in writing, and may be accompanied by blueprints or sketches, and the necessary paperwork for the documentation of assigned tasks must be accomplished. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification should have achieved journeyman level competency in multiple trades and should be honing their leadership, management and teaching knowledge skills and abilities to prepare for advancement consideration to the next higher pay classification.

ESSENTIAL JOB FUNCTIONS:

1. Inspects and diagnoses problems and plans how work will be done, often checking blueprints, repair manuals, and parts catalogs.
2. Obtains supplies and repairs parts from distributors or storerooms.
3. Performs specialized duties such as journeyman electrician, plumber, heating, air conditioning and refrigeration mechanic; or performs journeyman level work in all phases of construction, alterations, repairs and maintenance cafeteria equipment and facilities.
4. Performs routine preventive maintenance to correct defects before cafeteria equipment breaks or deteriorates and assists in the replacement and installation of new cafeteria equipment.
5. Keep records of maintenance and repair work performed.
6. Makes estimates of time and materials required for work assigned by the foreman or supervisor.
7. 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 and possess the physical skills 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