

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Maintenance Worker M03 (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U.S. citizen or authorized alien
 2. High school diploma or its equivalent
 3. Satisfactory completion of a 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. Willingness to perform any type of assigned task, or work in one or more trades/crafts
 6. Attention and care required to prevent injury to others when performing maintenance work
 7. One (1) year experience 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:

In addition to the work in the lower grades, performs routine helper and semiskilled work involving limited responsibility except that of performing assignments promptly and efficiently as directed. Work involves both light and heavy physical labor in a wide variety of activities, trades, or crafts. Works in a group that includes skilled workers, performing routine tasks requiring some knowledge of craft operations. Work is assigned in detail by an immediate supervisor and is subject to inspection and supervision. Work in this classification would normally be nontechnical but may include assisting skilled craftsmen to learn more about multiple trades or crafts.

ESSENTIAL JOB FUNCTIONS:

1. Performs multiple helper tasks in a variety of building maintenance trades/crafts to learn, grow, and improve his skills.
2. Performs semiskilled work in at least one craft or trade.
3. Assists in unloading and placing equipment and supplies in the proper location at school sites.
4. Performs housekeeping duties at the warehouse or at school sites such as: sweeping floors, removing accumulated debris, pressure washing, etc. in an orderly and safe manner.
5. Operates a truck and delivers material, supplies and equipment.
6. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.
7. Works under the close supervision of higher graded employees, working and learning the knowledge, skills and abilities required to become proficient in one or more trades/crafts.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Other related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Good physical condition and sufficient strength to do heavy lifting, carrying, stooping, 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 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