

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana.
Job Description

TITLE: General Maintenance Mechanic M05 (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. Knowledge of the standard practices, methods, and tools involved in the operation, and maintenance of school buildings in multiple trades or crafts
 6. Knowledge of electrical, plumbing, heating, air conditioning and refrigeration trades
 7. Knowledge of occupational hazards and safety precautions of multiple trades/crafts
 8. Ability to work from blueprints and sketches to estimates of time and material 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 supervise work of general maintenance workers when called upon to do so.
 10. Ability to prepare and/or follow written/oral instructions
 11. Three (3) years of progressive maintenance or construction experience
 12. Possesses valid Louisiana Driver's License
 13. 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:

Skilled work in, on, or around school sites and facilities to help keep them in a good state of repair or to enhance their value to students, staff and the public. Skilled general or mechanical work in the maintenance and repair of buildings and equipment. Expected to make decisions as to analysis, repairs required and methods of making repairs to do an effective job.

Work is assigned by supervisors orally, or in writing, and may be accompanied by blueprints or sketches. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification should be (1) striving to obtain a plumber, electrician, or air conditioner and refrigeration license; or (2) should be recognized as having achieved journeyman level competency in multiple construction trades to receive consideration for advancement to a higher classification.

ESSENTIAL JOB FUNCTIONS:

1. Makes such major interior repairs as installing and repairing doors; installing, replacing and re-keying locks; cutting glass for window panes; installing, maintaining, and replacing plumbing fixtures, lines, or boilers; replacing or repairing drains, pipes, pumps, heaters, regulators, or sewage systems; constructing walls; repairing counters, furniture, shelves, or cabinets; cleans surfaces, mixes and matches paints, prepares and finishes surfaces with paint or other products.
2. Installs, services, and maintain heating, refrigeration, air conditioning systems, and appliances; makes major repairs or replaces gas/oil burners, hot air furnaces, water heaters, or radiators; cleans, oils, greases, and overhauls mechanical systems. Installs, repairs and maintains wiring systems, PA. systems, electric fans, lights, fixtures and equipment.
3. Makes such exterior repairs as installing, repairing, and maintaining all types of roofs; installing, repairing, or finishing concrete/asphalt walks and drives,assembles, installs, or repairs fence and playground equipment; repairs or replaces gutters, steps, decks, guard rails or shelters, makes welding repairs; installs or replaces sewer systems; maintains and keeps up with sewer plants.
4. This level will serve as the journeyman level for dump truck drivers/equipment operators. These individuals proficiently operate a dump truck with or without trailer, light crawler type graders or tractors. They must possess a commercial drivers' license.
5. 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 competent authority.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Skilled in the use of tools, materials, and equipment with the ability to climb ladders, build and climb scaffolds and work from either.
3. Possesses the physical skill and stamina to perform job responsibilities.

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