

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Maintenance Mechanic M07 (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. Thorough knowledge of the standard practices, methods, and tools involved in the operation, maintenance and repair of buildings and equipment
 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 and 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, M05, and M06
 10. Ability to prepare and/or follow written/oral instructions
 11. Five (5) years of progressive maintenance or construction experience
 12. 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:

Skilled electrical, plumbing, heating, air conditioning, and refrigeration or multiple work in the maintenance and repair of buildings and equipment Performs specialized work involving responsibility for the installation, operation, and maintenance of electrical, plumbing or air conditioning systems. Makes own decisions as to analysis, repairs required and methods of making repairs to do an effective job. Gives technical assistance to general maintenance workers and maintenance mechanics M04, M05, and M06 as required.

Work is assigned by supervisors orally, or in writing, and may be accompanied by blueprints or sketches, and the necessary paperwork for the completion of assigned jobs must be accomplished. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification 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 of buildings, floors, roofs, stairways, partitions, doors, windows, screens, gutters, concrete, fences, and mechanical equipment.
4. Performs routine preventive maintenance to correct defects before equipment breaks or buildings deteriorate.
5. Keeps record of maintenance and repair work performed.
6. Makes estimates of time and materials required for work assigned by the foreman.
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. Possesses 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 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