

## Coosa County Schools Job Description

JOB TITLE: MAINTENANCE HELPER

### QUALIFICATIONS:

1. High school graduate or equivalent.
2. Minimum of three years in facilities maintenance work preferred.
3. Basic knowledge in areas of electrical, carpentry, plumbing, mechanical, heating, ventilating and roofing.
4. Cleared background check through FBI and ABI processes.

REPORTS TO: Maintenance Supervisor

JOB GOAL: Assist the maintenance supervisor in the maintenance of the sites, equipment and facilities of the school system.

### PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Repair electrical, HVAC, and refrigeration equipment to include troubleshooting, adjustment, component replacement, component repair, and modifications as authorized by manufacturer's instruction.
3. Maintain, repair, and/or replace equipment through emergency, routine, and preventive maintenance.
4. Perform repairs and maintenance in the areas of electrical, carpentry, plumbing, mechanical, heating, ventilating, roofing, floor/wall coverings, security devices and other physical items.
5. Perform general custodial and general cleaning as directed.
6. Assist in inspections of all facilities to evaluate condition and determine maintenance needs.
7. Subject to call in cases of emergency that may threaten the school system's property or equipment.
8. Maintain credentials to operate vehicles and equipment as necessary to accomplish work assignments.
9. Maintain proper and professional relationship with students, parents, other employees, and the public.
10. Respect the confidentiality of information pertaining to students, staff, and school system.
11. Assume other duties as assigned by supervisor.

### PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Stand and walk 85% of work shift.
2. Lift up to 100 pounds on an occasional basis.
3. Climb steps, extension ladders and scaffolds on a frequent basis.
4. Stoop, bend, crawl, squat, twist, and reach on a frequent basis.
5. Work in extreme heat and cold on a frequent basis.
6. Adequate strength, dexterity, and agility to perform all required tasks.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*