

Coosa County Schools
Job Description

JOB TITLE: MAINTENANCE/TRANSPORTATION HELPER

REPORTS TO: Maintenance Supervisor and Transportation Supervisor

JOB GOAL: Assist the maintenance supervisor in the maintenance of the sites, equipment and facilities of the school system; assist the transportation supervisor in repairing and maintaining system-owned school buses and vehicles to assure the educational goals of the school system are met.

QUALIFICATIONS:

1. High school diploma 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. Working knowledge of vehicle and equipment operation and repair, including but not limited to wiring diagrams, 5-Cam air brakes and brake installation, and computer controlled engines and transmissions.
5. Complete Underground Storage Tank Certification.
6. Commercial Driver's License with required endorsement and school bus driver's certification, including current physical.
7. Meet and follow the health and drug screening requirements as prescribed by the State Department of Transportation.
8. Background clearance through FBI and ABI processes
9. Valid Alabama Driver's license and insurable driving record.

PERFORMANCE RESPONSIBILITIES:

1. Repair electrical, HVAC, and refrigeration equipment to include troubleshooting, adjustment, component replacement, component repair, and modifications as authorized by manufacturer's instruction.
2. Maintain, repair, and/or replace equipment through emergency, routine, and preventive maintenance.
3. Perform repairs and maintenance in the areas of electrical, carpentry, plumbing, mechanical, heating, ventilating, roofing, floor/wall coverings, security devices and other physical items.
4. Perform general custodial and general cleaning as directed.
5. Regular and punctual attendance, notify supervisor when absence is necessary.
6. Assist with fueling buses as assigned.
7. Substitute drive a school bus route if no substitute drivers are available or as needed.
8. Maintain safety standards at all times.
9. Subject to call and response in cases of emergency that may threaten the school system's property, operation, or equipment.
10. Maintain credentials to operate vehicles and equipment as necessary to accomplish work assignments.

11. Maintain proper and professional relationship with students, parents, other employees, and the public.
12. Respect the confidentiality of information pertaining to students, staff, and school system.
13. Assume other duties as assigned by supervisor.
14. Assist the State Department of Education personnel in conducting annual inspections on buses as required.
15. Perform mechanic work including repairs, preventive maintenance, and other assigned work on school buses and other vehicles owned by the system.
16. Assist in maintaining clean, orderly and safe shop, and securing all equipment before leaving work.
17. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

1. Stand and walk 85% of the 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, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.