CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Maintenance Worker

REPORTS TO: Maintenance Director

SUPERVISES: N/A

LOCATION: Central Office

TERMS OF EMPLOYMENT: 12 months/230 days

QUALIFICATIONS:

1. High School diploma or its equivalent

2. A valid Mississippi drivers license

3. Must have at least two (2) years related experience and thorough knowledge of practices, tools and terminology of the specified field of expertise (HVAC, Plumbing, and/or Electrical work)

4. Must be able to lift 70 pounds

5. Experience operating grounds keeping equipment such as lawn mowers, pole saws, sprayers, weed eaters, edgers, etc.

JOB GOAL: To provide a variety of skilled work related to the maintenance and repair in specified field of expertise (HVAC, Plumbing, Grounds, and/or Electrical work) which includes but not limited to installation, preventative maintenance and service calls.

DUTIES & RESPONSIBILITIES:

ELECTRICIAN MAINTENANCE WORKER:

1. Perform specific and general electrical repairs in buildings and rooms

2. Ensure light fixtures are working and kept in good repair

3. Perform testing to ensure building electrical connections are safe and in working order

4. Perform light to medium lifting tasks and duties

5. Upkeep buildings and surrounding grounds to ensure they are free from hazards

6. Identify and repair issues that contain unsafe conditions

7. Reports hazardous conditions that cannot be addressed immediately to Maintenance Supervisor

8. Maintain and keep all equipment clean and in good and safe working condition

9. Requisition supplies and materials as needed for repairs and storage closets

10. Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

HVAC MAINTENANCE WORKER:

1. Responsible for opening and inspecting air handling, cooling and heating equipment, recognizing, repairing or replacing worn or non-functional components, adjusting and lubricating such parts to insure continued, efficient functioning of the machine or system

2. Responsible for checking, renewing or cleaning filters in heating or cooling air handling equipment, and ventilators. Inspect, adjust and replace belts. Lubricate motors, bearings, pulleys, linkages and adjust as necessary

3. Respond to service calls; troubleshoots problems and air quality issues

4. Model nondiscriminatory practices in all activities

5. Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

PLUMBER:

1.Replace hardware in sinks and commodes as needed to ensure no water leakage is occurring

2.Locate and clear stoppage in commodes and sinks as needed

3.Locate and repair outside water leaks to and from buildings

4.Maintain outdoor hydrants and faucets for water access by Maintenance personnel

5.Winterize pipes, outdoor hydrants, and faucets on a seasonal basis

6.Maintain and keep all equipment clean and in good, safe working condition

7.Requisition supplies and materials as needed for repairs

8.Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

GENERAL MAINTENANCE & GROUNDS:

1.Performs general maintenance work inside and outside such as ceiling, roof, concrete, & masonry.

2. Install locks and deadbolts.

3.Use appropriate PPE (personal protective equipment) such as safety glasses, ear plugs, gloves, etc

4. Ensure adherence to quality standards and health and safety regulations.

5. Repairs drywall/plaster, damages to building surfaces and paint in classrooms and other areas of school buildings as needed

6. Performs routine campus landscaping, weed control, and assists with moving of items within the district

7. Mowing, edging, weed trimming/control, pruning , snow and ice removal, and clean up debris

8. Litter control / pickup on campuses, parking lots, and playgrounds

9. Cleans out drainage ditches, culverts and repairs erosion areas

10. Ability to work outdoors year-round

11. Perform other duties as assigned

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____