

ST. MARY PARISH PUBLIC SCHOOLS  
MAINTENANCE GRADE 5

**POSITION:** Maintenance Grade 5

**REPORTS TO:** District Maintenance Foreman

**TERMS OF EMPLOYMENT:** Following the probationary period as set forth in policy GBG, terms of employment are 240 days.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**QUALIFICATIONS:**

1. High school education/GED.
2. Demonstrates knowledge, skills and craftsmanship in one or more of the building trades.
3. Must be knowledgeable in the repair and maintenance of the plumbing, heating, air conditioning, electrical, and structural systems of the school district.
4. Must be organized, personable, cooperative, and responsive to the needs of the school district.
5. Must be able to lift and carry a minimum of 75 pounds infrequently and 35 pounds frequently.
6. Possess a valid Louisiana Driver's License
7. Must pass physical examination, criminal background check, and drug screen.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Complete assignments specified on work orders, including such duties as plumbing, electrical, painting, grass cutting and/or carpentry work.
2. Responsible for inventory of materials, tools, and supplies and "costing out" all materials and supplies used.
3. Work closely with building principals and the maintenance forman regarding the establishment of regular preventive maintenance programs and all work performed in their buildings.
4. Organize daily work; prepare routine assignments for all seasonal activities-yearly, monthly, weekly, and daily. Fix responsibility for the control of equipment and distribution lines for steam, water, plumbing, refrigeration, sanitation and other operational equipment.
5. Complete assignments specified on work orders, including such duties as plumbing, electrical, and/or carpentry work.
6. Maintain tools, equipment, and vehicles in good operating condition.
7. Perform duties in a safe manner to insure the prevention of injuries.
8. Report any maintenance repairs made to building and vehicles.
9. Maintain inventory of materials, tools, and supplies.
10. Perform such other tasks and assume additional responsibilities as the district maintenance foreman, Superintendent or designee may assign.

**QUALIFICATIONS:** The Maintenance Grade 5 must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Maintenance Grade 5 is frequently required to stand, walk, speak, hear, and sometimes sit. The Maintenance Grade 5 may occasionally push or lift up to 75 lbs, such as boxes of materials. The Maintenance Grade 5 is frequently exposed to a work environment noise level, which is moderate to loud. The Maintenance Grade 5 must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Maintenance Grade 5 must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_