

ST. MARY PARISH PUBLIC SCHOOLS
MAINTENANCE GRADE 6

POSITION: Maintenance Grade 6

REPORTS TO: The 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 with a minimum of five years experience in a building trade or possess a license which is required to perform he/her maintenance position.
2. Demonstrated technical understanding of plant and maintenance operations is required.
3. Must be skilled 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 district
5. Must be able to lift and carry a minimum of 75 pounds infrequently and 35 pounds frequently.
6. Must 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. During remodeling and new construction programs, work with the maintenance supervisor, in seeing to it that the school districts' rights are protected in the completion of remodeling and construction.
6. Create good will through excellent service, courteous regard for all who use the school district building, and desirable personal attitudes, cleanliness, appearances, and performance.
7. Demonstrate broad understanding of physical plant functions and ability to apply appropriate methods to achieve effective management of the physical plants operations.
8. Ensure that all mechanical systems are maintained and operated properly.
9. Responsible for the completion of work orders authorized by the maintenance director.
10. Exercise preventive maintenance on H.V.A.C. and refrigeration machinery and mechanical systems as directed by the maintenance director.
11. Ensure that all electrical and mechanical systems are maintained and operated properly.
12. Exercise preventative maintenance on all electrical and mechanical systems as directed by the maintenance supervisor.
13. Must constantly be aware of any hazards or needed repairs and report them to the maintenance supervisor.
14. Ensure that all school buildings comply with all electrical safety regulations and building ordinances.
15. Ensure that all plumbing and associated mechanical systems are maintained and operating properly.
14. Must be familiar with all plumbing systems used in school buildings
15. Exercise preventative maintenance on all plumbing and associated machinery and mechanical systems as directed by the maintenance supervisor.
16. Perform all preventive maintenance assignments as scheduled.
17. Support department's mission by assisting on other campuses with skill, talents and abilities, if required, under the direction of department supervisor, or other school board personnel in authority.
18. Reports all work assignments/repairs on a work requisition form, which will include all parts, "costing out" of repair and parts, travel expenses, Etc.
19. Request structural improvements to the buildings, replacement of parts and equipment in order to maintain a high level of quality.
20. Perform such other duties as may be assigned by district maintenance foreman, maintenance supervisor, his representative, or other school board personnel in authority, or as immediate need may require.

QUALIFICATIONS: The Maintenance Grade 6 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 6 is frequently required to stand, walk, speak, hear, and sometimes sit. The Maintenance Grade 6 may occasionally push or lift up to 75 lbs., such as boxes of materials. The Maintenance Grade 6 is frequently exposed to a work environment noise level, which is moderate to loud. The Maintenance Grade 6 must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Maintenance Grade 6 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** _____