

ST. MARY PARISH PUBLIC SCHOOLS
MAINTENANCE TECHNICIAN 9 – ASSISTANT TO THE DIRECTOR OF MAINTENANCE JOB DESCRIPTION

POSITION: Maintenance Technician 9 - Assistant to the Director of Maintenance

REPORTS TO: Director of Maintenance or designee

SUPERVISES: District-wide maintenance personnel

TERMS OF EMPLOYMENT: 12 months

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

OBJECT/FUNCTION: 111/2610

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

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

QUALIFICATIONS: High School diploma or GED equivalent; at least fifteen years' experience in electrical, mechanical, construction, and/or maintenance, or closely related field; a valid Louisiana driver's license with an excellent driving record; strong knowledge in the repair and maintenance of HVAC systems; knowledge in the repair and maintenance of plumbing, electrical, and structural systems within district facilities; able to resolve complaints and concerns as necessary; able to train and supervise staff, including organizing, prioritizing, and scheduling diverse work assignments in an efficient manner; skilled in the use of computers, preferably in a PC, Windows-based operating system; must be organized, personable, cooperative, and responsive to the needs of the district; must demonstrate the ability to understand federal and state laws as related to building codes; must be able to lift and carry a minimum of 50 pounds; must pass physical examination and background check.

PERFORMANCE RESPONSIBILITIES:

1. Verify that all necessary repairs/maintenance have been completed and that maintenance personnel have delivered this service in a safe, efficient, professional manner.
2. Assume all responsibilities of the Maintenance Department operation in the absence of the Director of Maintenance.
3. Assume responsibility for inventory of materials, tools, and supplies.
4. Manage all work activities, acquire necessary materials and supplies and organize paperwork associated with the work order process.
5. Collaborate with building principals and maintenance supervisor regarding the establishment of on-going preventive maintenance programs.
6. Request improvements to district facilities, replacement of parts and equipment, and needed preventative measures designed to maintain building appearance and functionality.
7. Coordinate work assignments, compliance to state and federal laws, inventory management, preventative maintenance planning, special projects, adherence to fire codes, energy management, asbestos abatement and Department of Health and Hospitals regulations.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

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15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee 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 employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs. such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee 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.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ **DATE** _____