



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**                    **GENERAL MAINTENANCE CREW LEADER**

**REPORTS TO:**                Principal

### **JOB DESCRIPTION:**

The Richmond County Schools' (RCS) general maintenance crew leader, under the authority of the director of maintenance and the general maintenance supervisor, is responsible for performing skilled and routine tasks in the general repair and maintenance of all RCS facilities. This employee receives limited supervision and serves as the lead worker in providing directions to crew members.

### **QUALIFICATIONS:**

- High School diploma or GED required.
- Five years' previous general maintenance experience required.
- Must possess a valid North Carolina driver's license with an acceptable driving record.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs skilled and semi-skilled painting tasks in the removal of existing paint, preparation of surfaces to be painted and the application of a variety of surface materials with either a brush, roller, sprayer, or other means.
- Performs basic carpentry tasks to include hanging banners, paper towel/tissue dispensers, soap dispensers, pictures, etc.
- Perform basic masonry and concrete repairs to buildings and grounds.

- Perform grounds maintenance duties to include mowing grass, trimming shrubbery and trees, and applying herbicides using hand-held or backpack sprayer.
- Assist with the pickup and delivery of surplus materials/equipment to warehouse and/or other designated school locations.
- Perform minor repairs on custodial and lawn equipment as needed.
- Perform replacement and repair of suspended ceiling tiles and grid.
- Review and assign work orders to other general maintenance crew members.
- Assist other maintenance employees with completion of work orders as needed.
- Respond to after-hours emergencies as requested.
- Willingness to accept and fulfill additional assignments as requested by immediate supervisor or maintenance director.
- Walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch.
- Work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions.
- Work at heights at or above 20 feet.
- Safely use machines, hand tools, and other job specific equipment and tools.
- Determine the accuracy and thoroughness of work.
- Observe general surroundings and activities.
- Safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment.

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require an extensive background check.**