

ST TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Maintenance Skilled Trade Mechanic M08 (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien.
2. High School Diploma or its equivalent.
3. Possesses valid driver's License.
4. Skilled in HVAC, electrical, and/or plumbing trades.
5. Vocational certification or state license in dedicated field required.
6. Thorough knowledge of the standard practices, methods, and tools involved in the operation, maintenance and repair of buildings and equipment.
7. Thorough knowledge of the hazards and safety precautions of trade.
8. Ability to work from blueprints and sketches, to make estimates of time and material and to make a full materials list of all work orders assigned, and to install, operate, maintain, and repair various types of equipment.
9. Capability of assuming responsibility for all work assigned to crew, and ability to oversee work of general maintenance workers and general maintenance mechanics.
10. Ability to prepare and/or follow written/oral instructions.
11. Minimum of five (5) years of experience in dedicated field.

REPORTS TO: Foreman

JOB GOAL:

To maintain present sites and facilities and add enhancements to school sites and facilities to provide a pleasant and safe environment for the well being of students, employees, and others to promote a positive learning environment.

JOB SUMMARY:

Skilled in HVAC, electrical, or plumbing maintenance and repair of buildings and equipment. Performs specialized work involving responsibility for the installation, operation, and maintenance of electrical, plumbing or HVAC systems. Makes own decisions as to analysis, repairs required and methods of making repairs to do an effective job. Gives technical assistance to general maintenance workers and mechanics as required. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification should be honing their leadership and teaching knowledge skills and abilities to prepare for advancement consideration to the next higher pay classification.

ESSENTIAL JOB FUNCTIONS:

1. Inspects and diagnoses problems and plans how work will be done.
2. Obtains supplies and repair parts from distributors or storerooms.
3. Performs specialized duties such as HVAC, electrical, or plumbing.
4. Performs routine preventive maintenance to correct defects before equipment breaks or buildings deteriorate.
5. Complete work orders in the ticketing system and enter time worked and materials used.
6. Operates a van, pickup or panel truck to deliver materials, supplies, and equipment.
7. Keeps up with, and maintains, all STPSB owned tools and equipment assigned to, or used by, him/her.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Willingness to perform any type of assigned task.
2. Performs all other duties as may be assigned.
3. Knowledge of computers for control systems, emailing, completing work orders, etc.
4. Ability to multitask with different, and sometimes conflicting, events happening at the same time.
5. Ability to work under stress and remain calm.
6. Ability to relay information in a fast-paced environment.

PHYSICAL DEMANDS:

1. Possesses the physical skills and stamina to perform job responsibilities.
2. Must tolerate constant periods of standing throughout the shift.
3. Good physical condition and sufficient strength to do heavy lifting, digging, carrying, stooping, standing, bending, pulling, and reaching up and down with ability to understand and carry out oral and written instructions.
4. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work.
5. Must handle numerous duties with both hands and fingers.
6. Skilled in the use of tools, materials, and equipment in dedicated field with the ability to climb ladders, build and climb scaffolds, operate man lifts and work from either.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ENVIRONMENTAL CONDITIONS:

The general maintenance skilled trade mechanic performs their duties both inside and outside. The mechanic can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and a variety of inclines.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal law.

Approved by: _____

DATE: _____

Reviewed and Agreed to by: _____

DATE: _____

(Employee Signature)

Employee's Name (Please Print)

Employee Identification Number

Original – Human Resources Department

Copy – Supervisor

Copy – Employee