

Policy GFBH: Job Description: Maintenance II

Status: DRAFT

Original Adopted Date: 03/10/2003 | **Last Revised Date:** 03/18/2024 | **Last Reviewed Date:** 03/18/2024

QUALIFICATIONS:

1. High School graduate or equivalent
2. Training and skill demonstrated in maintenance of school buildings, including repair of mechanical devices, electrical and plumbing items, carpentry skills and carpeting/floor tile installation skills.
3. Possess a valid Mississippi driver's license.
4. Possess good public relations skills.
5. Good physical condition being able to walk and stand for long periods of time with the ability to lift up to 50 pounds.

REPORTS TO:

Facilities Manager or his/her designee.

GOAL:

To maintain the physical school plant in a condition of operating excellence at all times.

PERFORMANCE RESPONSIBILITIES:

1. Constant inspection of school facilities for needed repair and maintenance and reports same to proper person.
2. Establish and submit necessary records and documentation as required.
3. Paint and perform other items of general maintenance nature as directed.
4. Perform other such maintenance work as required and directed.

TERMS OF EMPLOYMENT:

Twelve (Full-Time) months employment.

SALARY:

As established by school board policy GGBI.

EVALUATION:

Performance in this position will be evaluated annually by the Facilities Manager, in accordance with established provisions on such evaluations.
