

Policy GFBG: Job Description: Maintenance I

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. As assigned, skill in maintaining septic systems at schools.
4. As assigned, skill in maintaining heating, cooling, and ventilation systems.
5. Possession of a valid Mississippi driver's license.
6. Possess good public relations skills.
7. 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. In counsel with the Assistant Superintendent, establish a preventative maintenance program and a system for emergency repairs.
2. Recommend priorities on repair projects, including estimates of time/cost for same.
3. Examine school facilities on a regular basis for needed repair and maintenance.
4. Establish and submit necessary records and documentation as required.
5. As assigned, maintain all septic systems in working order.
6. As assigned, maintain all heating, cooling and ventilation systems in working order.
7. Serve as lead maintenance person in performing needed maintenance or repair.

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.
