

TITLE: Maintenance Operations Assistant

QUALIFICATIONS:

1. High school diploma, or GED Preferred
2. Experience in maintenance and services
4. A valid driver's license
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Maintenance Supervisor

JOB GOAL: To contribute to effective maintenance operations by prompt and courteous handling of all assigned duties.

JOB DUTIES

1. Assists with examining school building on a regular basis for needed repairs and maintenance.
2. Assists in establishing and recommending priorities with scheduling and repair projects.
3. Assists in estimating cost of repair projects in terms of labor, materials and overhead.
4. Assists in assigning and supervising work crews for maintenance and repair work.
5. Assists in outlining and inspecting work performed and assists maintenance staff when needed.
6. Assists in ordering and maintaining materials and equipment as needed and making recommendations of supplies and equipment for purchase.
7. Fills the role of maintenance supervisor when needed.
8. Installs, maintains and repairs plumbing equipment, such as toilets, sinks, faucets, and water heaters
9. Repairs leaks and clears clogged drains
10. Maintains and accounts for equipment tools and supplies used for duties assigned
11. Performs minor repairs in the maintenance and repair of buildings and fixtures
12. Constructs and installs fixtures and furniture such as partitions, chalkboards, windows, etc.
13. Assists in repair and installation of tiles, windows, locks, and similar items
14. Assists in the repair and maintenance of refrigeration and air conditioning equipment when feasible
15. Replaces and repairs electric motors and compressors
16. Performs carpentry work to repair, install, and construct cabinets, doors, tables and similar items
17. Assists in roofing repair and replacement
18. Constructs walls, dividers, and other framework
19. Builds forms and pours concrete
20. Must be able to lift heavy items including furniture and building supplies
21. Operates and maintains boilers, water heaters, and auxiliary equipment
22. Must be able to work in weather conditions both hot and cold
23. Maintains cleanliness of shop area
24. Checks buildings for fire and safety problems and performs preventive maintenance in assigned areas
25. Must be able to operate some types of heavy equipment as directed

- 26. Maintains work orders and prepares reports when asked
- 27. Must be able to use both hands and stand for long periods
- 28. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
- 29. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 30. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

FLSA STATUS: Non-exempt

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 7/9/2024