

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: General Maintenance Worker

JOB TITLE: General Maintenance Worker	LOCATION: Central Office
IMMEDIATE SUPERVISOR: Supervisor of Maintenance	WORK SCHEDULE: 12-month PAY GRADE: 212
SPECIAL REQUIREMENTS: None	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: <ol style="list-style-type: none">1. Minimum of four (4) years' experience in a building trade.2. Demonstrated aptitude or competence for assigned responsibilities.3. Must be able to work flexible hours and be available on call if needed.4. Must possess the ability to use a computer for answering emails, looking at plans and working on digital work order system.5. Must be able to work during inclement weather.6. Ongoing evidence of mental and physical competence to perform assigned responsibilities may be required from a qualified physician7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.8. Valid Virginia driver's license.	

JOB GOALS:

Under the supervision of the Supervisor of Maintenance, the General Maintenance Worker is responsible for the overall maintenance and scheduled maintenance of the physical plant. Responsibilities include: repairs and maintenance of internal and external machinery, plumbing, electrical system, air conditioning system, physical structure and equipment of school plants in accordance with blue prints, operational manual and building codes; Maintains the physical school plant in a condition of operating excellence to ensure full educational use of the plant at all times. This individual is also responsible for making recommendations to the Supervisor of Maintenance on Capital Improvement needs.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrates initiative and ability to work independently.
2. Demonstrates the ability to diagnose mechanical defects in a variety of equipment and to take appropriate action in correcting them.
3. Demonstrates effective time management and organizational skills.
4. Demonstrates the ability to work cooperatively and positively with staff, students and community.
5. Demonstrates the ability to follow oral and written directions; knowledge of English grammar and usage.
6. Demonstrates knowledge of mandated safety and environmental regulations such as OSHA, Hazard Communication, etc. Must be able to read, understand, and implement operational manuals of the plants.
7. Possesses operational knowledge of HVAC systems, food service equipment, refrigeration, plumbing, and electrical systems including tools and equipment required for maintenance and repair.
8. Is able to lift a minimum of 75 pounds

KEY DUTIES AND RESPONSIBILITIES:

1. Performs scheduled preventive maintenance in buildings and appurtenance.
2. Makes periodic inspections of all building systems and makes necessary repairs.
3. Performs maintenance on and replaces lighting/bulbs throughout school.
4. Monitors heat and cooling for school and responds to comfort complaints.
5. Repairs and replaces locks, doors, and windows/window glass.
6. Checks pumps for proper operation.
7. Replaces electrical switches and receptacles.
8. Works with hand tools, equipment, hardware, materials, and power tools.
9. Inspects water heaters for proper operation.
10. Periodically checks with contractors to insure performance of preventive maintenance on heating and cooling roof-type units.
11. Touches up and paints small areas in the school building.
12. Periodically inspects roof for damage and leaks and reports findings to Coordinator of Maintenance in a timely manner.
13. Checks sewage disposal plant to maintain efficient operation.
14. Works with blueprints, sketches, and schematic drawings.
15. Operates tractor and equipment in maintenance of school grounds.
16. Maintains a record of appropriate attendance and punctuality.
17. Maintains a clean, neat appearance, appropriate to position.
18. Complies with all district and school policies and regulations.
19. Works in close harmony with colleagues, supervisors, and co-workers.
20. Performs other duties as assigned.

ADDITIONAL QUALIFICATIONS:

1. Must demonstrate aptitude or competence for assigned responsibilities.
2. Must be able to work flexible hours and be available on call if needed.
3. Must possess the ability to use a computer for answering emails, looking at plans and working on digital work order system
4. Must be able to work during inclement weather.
5. Must maintain on-going evidence of mental and physical competence to perform assigned responsibilities may be required from a qualified physician
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must hold a valid Virginia driver's license.

EVALUATION:

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