

DEPARTMENT: Maintenance Department

QUALIFICATIONS: High School Diploma, trade school or equivalent level of education

Must have valid regular MS driver's license

Prefer at least 2 years of work experience performing duties and responsibilities listed in this job description

Working knowledge of electrical, plumbing and sheet metal trades as they relate to installing, repairing/servicing HVAC and Refrigeration equipment

Ability to perform light repairs and receptacle replacement

REPORTS TO: Maintenance Supervisor

SUPERVISES: N/A

JOB GOAL: To ensure a good, safe working and learning environment for staff and students

PERFORMANCE RESPONSIBILITIES:

- Keep a running record of all air conditioner filters and filter changes.
- Keep a list of fire extinguishers and their placement.
- Pick up equipment and material as needed, help any craft as needed, and anything else that is a part of the total school maintenance program.
- Keep building structures in sound conditions.
- Maintain efficient and effective working relations among other maintenance personnel.
- Perform other duties as assigned by the Coordinator of Maintenance.

TERMS OF EMPLOYMENT: 254 days

EVALUATION:

Performance of this job will be evaluated semi-annually in accordance with provisions of the Board Trustees' policy on evaluation of District personnel.

The Moss Point School District does not discriminate on the basis of race, color, sex, national origin, religion, age, equal pay, disability and genetic information.

Disclaimer: This job description has been designed to indicate the nature of the job in general. It is not intended to be a detailed description of all duties, responsibilities or requirements of employees hired to perform this job.