



Job Description:	Maintenance Specialist/Plumber	FLSA Status:	Non-Exempt
Department:	School Services	Code:	
Location:	Maintenance Facility	Reports to:	Facilities Maintenance Supervisor
Position Type:	Full Time	Version:	
Description of Position: Perform a variety of skilled work in the maintenance and repair of buildings and equipment which may include: glazing, welding, flooring, masonry, locksmith skills, plumbing, carpentry, electrical, sheet metal, and painting. ... Install and make emergency repairs to various kinds of fixtures and equipment.			
Essential Duties and Responsibilities <ul style="list-style-type: none"> • Installs and repairs all types of industrial and commercial mechanical, electrical and plumbing systems • Performs regular preventive maintenance on equipment as assigned • Performs general maintenance work inside and outside such as ceiling, roof, electrical, plumbing, concrete, masonry, tile, • Assists grounds staff in moving items in the district • Use appropriate PPE (personal protective equipment) such as safety glasses, ear plugs, gloves, etc • Insure proper disposal of oils, fluids and materials to meet the requirements of the EPA • Maintains all safety and code requirements of the State, local and Board of Education guidelines • Program and operate various time clocks and lighting controllers. • Operate and perform work using aerial boom lifts and vertical man lifts • Perform routine carpentry in limited construction work; remodel and build on existing structures as required; design, manufacture and install counters, cabinets, shelves of wood , formica and/ or sheet metal. • Install floor and ceiling tiles, set forms and finished cement; install locks/dead bolts. • Maintain heating and air conditioning equipment; operate, monitor and adjust energy management system as needed; make minor adjustments and repairs to hot water systems and console heaters; wipe/flush joints; clear drains/sewers of obstructions. • Respond to emergencies quickly and calmly; assesses situation, make appropriate decision. • Design, fabricate and install sheet metal air conditioning and heating duct work. • Repair items such as: fences, athletic equipment, outdoor play equipment, and bicycle racks using hand and power tools, welding tanks and arc welders. • Apply paint, varnish, shellac, enamel, lacquer or other protective/decorative finishes various surfaces. • Scrape, sand fill/prepare surfaces for painting; mix/match paints. • Make repairs to motors, lighting circuits, conduit and duct systems and other types of electrical lighting, signal and power equipment. • Perform other duties as assigned • Ability to work outdoors year-round 			



Qualifications and Education Requirements

- High school diploma or equivalent
- AA Degree in HVAC / Plumbing preferred or equivalent experience
- A valid Mississippi drivers license
- A satisfactory driving record to include no more than two (2) traffic violations in the past three (3) years
- A satisfactory employment record
- Must be able to pass a background check
- Ability to apply common sense understanding to carry out instructions furnished in written, and oral form.
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to communicate effectively with administrators, and school staff
- Ability to maintain accurate records
- Ability to handle emergency situations
- Ability to use sound judgment
- Ability to work in adverse environment conditions such as roof tops year round
- Ability to work at heights in excess of 20 feet
- Willing to advance skills and knowledge with additional training
- Must be able to lift 70 pounds

Preferred Skills

- Experience in residential and or commercial electrical, mechanical, and plumbing disciplines
- Computer skills with programs such as Excel and Word

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Sonny Brownlee	Date/Time:	6/22/2019

Employee Statement of Understanding

- ☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.