

TRUMBULL BOARD OF EDUCATION
ASSISTANT MAINTENANCE MECHANIC

CIVIL SERVICE CLASS: VIIB

GENERAL STATEMENT OF DUTIES:

1. Under the direction of the Facilities Maintenance Manager or designee, performs a variety of tasks in the construction, alteration, or repair of all district buildings, grounds, and equipment throughout the school system.
2. Must be able to assist maintenance staff in all phases of HVAC, carpentry, plumbing and electrical.
3. Must be able to carry out miscellaneous repairs to facilities and equipment as directed.
4. Under the direction of the Facilities Maintenance Manager or designee, assists outside crew with cutting grass, landscaping, and moving equipment or materials as needed.
5. Performs winter duties that include sanding, plowing, and shoveling snow as directed by the Facilities Maintenance Manager or designee.
6. Operates power equipment and vehicles with/without trailers.
7. Prioritizes related tasks as assigned and ensures completion in the areas of repair as available.
8. Reports emergencies to the Facilities Maintenance Manager and ensures all safety issues are identified, communicated and made safe.
9. Completes work orders independently and as assigned and provides all information needed to close and document work orders.
10. Maintains a professional manner at all times
11. Completes other related duties as assigned by the Facilities Maintenance Manager or designee.

SUPERVISION RECEIVED:

Works under direction of Facilities Maintenance Manager or designee.

SUPERVISION EXERCISED:

Personnel of lower classification assigned to and in performance of their related duties, also including summer help.

MINIMUM QUALIFICATIONS:

- a) Highs School Diploma or equivalent
- b) Valid CT Driver's License
- c) Ability to lift 65 lbs as needed
- d) Diverse knowledge of building maintenance and multiple trades
- e) Ability to understand and follow oral and written instructions, including blueprints and sketches
- f) Ability to use manual/power tools and mechanical equipment in building repair and maintenance
- g) Not less than two (2) years of experience in building maintenance and repairs