MONONGALIA COUNTY SCHOOLS
Job Description

TITLE: GENERAL MAINTENANCE

DEFINITIONS:

General Maintenance - means personnel employed as helpers to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system.

QUALIFICATIONS:
1. High School Diploma/GED
2. Vocational training or comparable on-the-job training in an apprentice capacity
3. Good health and physical stamina and capable of performing occasional heavy work
4. Ability to communicate, read, write and perform simple mathematical computations common to the trade and follow written and oral instructions
5. Knowledge of electronic instruments used in the trade
6. Ability to use related tools and equipment
7. Knowledge of the trade and work safety
8. Hold a valid Motor Vehicle Operator's License
9. Meet health requirements of instructional employees
10. Pass the approved West Virginia Service Test for General Maintenance

REPORT TO: Maintenance Foreman

SUPERVISES: N/A

JOB GOAL:

To provide all students with a physical learning environment that is safe, clean, attractive and smooth functioning.

TERM OF EMPLOYMENT:

200, 220, 230 or 261 days. Salary to be established by the Board of Education.

EVALUATION:

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

ESSENTIAL JOB FUNCTIONS:

1. Lift and move equipment, furniture and refuse
2. Operate motor vehicles, load or unload any vehicle and haul material to/from job sites
3. Provide labor for cleaning and repairing sidewalks, roadways, parking areas and finishing of concrete
4. Perform work using picks, shovels, jackhammers, forklifts and sandblasting equipment
5. Assist the various craft units
6. Provide training exposure, supervision and inspection of work of summer crew and other support staff as required
7. Recommends material needs, estimate duration of job and keep work flow balanced
8. Work alone or with other support workers depending on size and complexity of projects
9. Keep work area and tools clean
10. Maintain a safe work area
11. Maintain conditions of tools
12. Other duties as assigned by supervisor

NON ESSENTIAL JOB FUNCTIONS:

1. Perform work in a neat and orderly manner
2. Maintain a clean work area
3. Maintains positive work habits
4. Performs duties efficiently and productively
5. Maintains and upgrades skills
6. Maintains positive public and employee relations

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required for this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to

wet and/or humid conditions, moving mechanical parts, outside weather conditions, and extreme cold and heat.

JOB DESCRIPTION REVIEW:

This job description will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.