



**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION FOR GENERAL MAINTENANCE**

POSITION TITLE:	General Maintenance
TITLE OF SUPERVISOR:	Principals/Director of Facilities
SALARY:	Salary is reflective of the approved Yazoo County School District Administration salary schedule.
JOB GOAL:	The Maintenance Technician is responsible for performing a variety of skilled and semi-skilled tasks to maintain school district facilities, equipment, and grounds in a safe, functional, and efficient condition. This position supports the daily operations of schools by ensuring that all systems are properly maintained and promptly repaired.
JOB OVERVIEW:	The General Maintenance Worker is for the purpose/s of providing maintenance services in the upkeep of District buildings, school facilities, and equipment; performing a wide variety of maintenance activities, including carpentry, plumbing, electrical, and/or ventilating systems; ensuring completion of assigned work order projects; working alongside other maintenance workers; and ensuring that tools and materials are available at job site.
MINIMUM QUALIFICATIONS:	At least a high school diploma or equivalent
LENGTH OF CONTRACT:	12 Months (260 Days)

BOARD APPROVED 05.05.2026 YAZOO COUNTY SCHOOLS



DESCRIPTION OF GENERAL MAINTENANCE TECHNICIAN DUTIES:

1. Perform routine maintenance and repairs on school buildings, equipment, and systems.
2. Respond promptly to maintenance requests and work orders from school staff.
3. Inspect facilities regularly to identify maintenance needs and safety hazards.
4. Repair and maintain plumbing systems, including sinks, toilets, and pipes.
5. Perform basic electrical work such as replacing light fixtures, bulbs, and switches.
6. Complete carpentry tasks including repairing doors, windows, desks, and cabinetry.
7. Conduct preventative maintenance to ensure longevity of equipment and facilities.
8. Set up and break down furniture and equipment for school events and activities.
9. Maintain and repair locks, doors, and security hardware.
10. Ensure all tools and equipment are properly maintained and stored.
11. Follow all safety procedures and regulations when performing maintenance tasks.
12. Report major repairs, damages, or safety concerns to the Principal and Director of Facilities promptly.
13. Assist with grounds upkeep, including minor outdoor maintenance and debris removal when needed.
14. Travel between school sites as needed to provide maintenance support.
15. Maintain accurate records of completed work and maintenance activities.
16. Support custodial staff when needed to ensure cleanliness and safety standards.
17. Perform other duties as assigned by the building Principal or Director of Facilities.
18. Install and/or replace incandescent, fluorescent, vapor, metal halide, and LED lamps and fixtures.
19. Immediately repair/replace faulty, broken, or missing electrical parts/components, exit signs, etc.
20. Properly use voltmeter, amp meter, or multi-meter to check current, resistance, and conductivity in circuit break panels, electrical outlets, junction boxes, on fuses, and switches.
21. Maintenance workers should have the ability to troubleshoot any lighting systems.
22. Repair branch circuits and switches starters up to 230 volts.
23. Install and/or replace motors up to 220 volts.
24. Replace 115 volt switches, fuses, and circuit breakers.
25. Maintain lighting systems up to 277 volts. Includes relamping and changing out defective ballasts as previously and commonly practiced.
26. Troubleshoot circuitry up to 230 volts.
27. Replace broken or missing globe/ covers.
28. Tighten/make secure loose outlet switch covers.
29. Replace defective ballasts.
30. If required, read and record utility usage meter reading.
31. Secure/replace loose or missing switch covers.
32. Replace all burned out lamps.
33. Install/repair piping up to 1”



34. Repair valves up to 5”.
35. Install valves up to 1”.
36. Troubleshoot plumbing and waste water systems.
37. Repair/replace faulty toilets, urinals, and sinks; install new fixtures where needed.
38. Remove blockages in all piping (waste, soil, etc.)
39. Repair/replace steam traps.
40. Clear stoppages in toilets, urinals, and sinks.
41. Make minor repairs to sheetrock, replace where necessary or as directed.
42. Repair and replace ceilings and ceiling tiles.
43. Implement painting schedule set forth by the District or as needed basis where applicable (large scale)
44. Perform minor touch up painting where needed or as directed.
45. Make minor repairs to (or install new) door holdbacks, door checks, closers, hinges, strikes, kickplates, handles, and doorstops; ensure proper operation at all times.
46. Make minor repairs to (or install new) broken window panes, counterweights, vision panels, and sashes.
47. Mount and hang pictures, tack boards, smart boards, projector screens, supply dispensers, and posters.
48. Assemble new furniture procured by the school, make minor repairs to existing items (e.g. desks, computer work stations, bookcases, cabinets, etc.) move same to where required.
49. Repair/install bathroom partitions, wall and floor ceramic tiles.
50. Replace worn VC tiles, carpet tiles, or carpeting; install new where required. No handling of Asbestos tiles will be allowed.
51. Replace torn, worn, or missing baseboard (e.g-cove base) where needed or as directed.
52. Repair or replace torn, ripped, broken, or missing blinds, room darkening or privacy shades and curtains. Repair or replace associated rods, draw sticks, cords, and/or roller chains.

