

JEFFERSON COUNTY SCHOOLS
Job Description

- POSITION:** General Maintenance
- IMMEDIATE SUPERVISOR:** Coordinator of Maintenance and Facilities Planning; Assistant Superintendent of Construction, Maintenance and Facilities
- FLSA STATUS:** Non-exempt
- EMPLOYMENT TERM:** Minimum 261 days annually, pursuant to WV Code §18A-4-8
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade C** commensurate with experience and education level and license level
- EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor(s) and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and JCBOE's Evaluation Policy for Service Personnel

JOB SUMMARY: The job of General Maintenance Worker is done for the purpose/s of maintaining facilities for students, staff, and public in a safe operating condition; maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns.

PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.

- Assembles furniture and equipment for the purpose of providing items in working condition.
- Assists skilled maintenance workers as a helper in various skilled trades (e.g. carpentry, glazing, plastering, painting, plumbing, welding, heating, etc.) for the purpose of ensuring efficient and effective functioning of the work unit.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs
- Installs various items (e.g. backboards, serving lines, railings, fences, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.

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- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test, as required).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Maintenance means a person employed as a helper to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system. (Pursuant to WV Code §18A-4-8)

- Demonstrated proficiency through previous job experience and/or training in related field
- Possess and maintains a valid WV driver’s license
- Ability to read and interpret work orders
- Ability to effectively discuss and respond to questions from administrators, staff and general public
- Ability to add, subtract, divide, multiply in all units of measure consistent with the duties of this position
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of this position
- Ability to interface effectively with other departments, school personnel, maintenance staff, business contacts and contractors
- Ability to work in tight spaces, to climb and to bend
- Ability to work on ladders and assemble scaffolds
- Ability to operate and maintain motorized lifts
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to accurately perform assigned tasks
- Ability to perform duties in full compliance with the county requirements and the Board of Education policies

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform 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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use complex repetitive motions. While performing the duties of this job, the employee may **frequently lift and or move at least 75 pounds** of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact well with the public and staff members.

WORK ENVIRONMENT:

The work environment characteristics 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. The work environment includes indoor as well as outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as rooftops, walk-in freezers, and concrete floors or pads. The noise level in the work environment is moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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