

JOB TITLE: MAINTENANCE I

QUALIFICATIONS:

1. Demonstrate ability to perform major repairs in electrical, heating, air conditioning, and refrigeration equipment
2. Good general health
3. High school graduate
4. Successful experience or training in specialty area.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORT TO: Maintenance Supervisor

SUPERVISES: Provides technical assistance to Maintenance Technicians as required by the Maintenance Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Repair electrical, heating, air conditioning, and refrigeration equipment to include trouble shooting, adjustments, component replacement, component repair, and modification as authorized by the manufacturer's instructions.
2. Follow all safety and electrical code procedures.
3. Post all inspections, repairs, and modifications performed on a work order.
4. Install wiring and equipment only as authorized by the Maintenance Supervisor.
5. Submit job sheets to the Maintenance Supervisor on each job performed.
6. Attend training sessions scheduled by the Maintenance Supervisor.
7. Recommend to the Maintenance Supervisor the repair or replacement of equipment.
8. Participate in training and development program set up by supervisor.
9. Carry out responsibilities in a manner that will promote good public relations.
10. Maintain the confidentiality of all School System related information.
11. Be regular and punctual in attendance.
12. Maintain proper and professional relationship with students and other employees.
13. Perform job duties required by Maintenance II.
14. Be familiar with and follow the Board of Education policies.
15. Perform other duties that may be reasonably required by the Maintenance Supervisor.

TERMS OF EMPLOYMENT: Twelve-month year--Salary according to appropriate current schedule. Regular scheduled hours and subject to emergency calls.