

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Maintenance/Supply Helper

### QUALIFICATIONS:

- High School Diploma
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- May occasionally be required to lift/move up to 50 pounds

**REPORTS TO:** Assistant Maintenance Supervisor, Maintenance Supervisor, and Director of Operations

**SUPERVISES:** N/A

**JOB GOAL:** To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times

### PERFORMANCE RESPONSIBILITIES:

- Assist maintenance supervisor with routine building maintenance and repair activities, including repairing lights and leaky toilets, installing fixtures, installing door hinges, and/or other applicable items
- Provide assistance to custodial staff with routine custodial work, including cleaning floors by sweeping, mopping, and vacuuming, utilizing applicable equipment
- Assist with routine electrical (including the changing of light bulbs), plumbing, heating and air conditioning, carpentry (including painting) and related trades, as allowed
- Assist in maintaining in working order all necessary tools and equipment
- Carry out established preventive maintenance programs
- Perform emergency repairs as directed
- Perform remodeling work, including office rearrangement
- Monitor and maintain appropriate levels of supplies and materials in support of unit operations and activities
- Install and inspect new equipment and furnishings when required
- Make deliveries to district facilities
- Maintain grounds at central office and administration building, including mowing, raking, landscaping, watering, sanding, and snow and ice removal
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)