

## Vidalia City Schools

<b>Job Title:</b>	MAINTENANCE ASSISTANT	<b>Department/School:</b>	BUSINESS SERVICES
<b>Location:</b>	District Office	<b>Job Group/Type:</b>	Classified/Hourly
<b>Issue Date:</b>	August 24, 2020	<b>Advertisement Deadline:</b>	September 30, 2020
<b>Reports to:</b>	Plant Operations Manager	<b>Salary Range:</b>	Per verifiable experience
<b>Workdays:</b>	240 days per year (12 mths)	<b>Hours:</b>	7:30 a.m. – 4:30 p.m.
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Perform work orders, repair plumbing, electric, mechanical, carpentry and various types of equipment repairs in a timely and efficient manner. This includes providing recommendations for external maintenance and replacement of equipment.</li> <li>• Perform technical maintenance of the system heating and air conditioning equipment and electrical systems.</li> <li>• Maintain and monitor preventative maintenance schedule on all equipment and machinery within the school system. Coordinate with Plant Operations Director to schedule necessary services.</li> <li>• Maintain proper scheduling of assigned duties and obtain materials to perform cost effective maintenance and repair activity.</li> <li>• Report to Plant Operations Director items affecting (or potentially affecting) proper and safe operation of equipment.</li> <li>• Operate and maintain grounds keeping equipment and machinery.</li> <li>• Delivery and pick-up supplies, materials, and equipment.</li> <li>• Assist in the maintenance and storage of supplies and equipment. To include keeping storage areas organized and clean.</li> <li>• Follow appropriate policies and procedures in the execution of their duties.</li> <li>• Ability to lift 100 pounds</li> <li>• Maintain a current State of Georgia Driver’s License. This includes an acceptable Motor Vehicle Report.</li> <li>• Perform any other duties as may be assigned by the Plant Operations Director or Superintendent.</li> <li>• All classified employees serve at the will and pleasure of the Vidalia Board of Education.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• At least two years related experience</li> <li>• Knowledge in the following trades: Mechanical, Plumbing, HVAC, Carpentry, and Electrical</li> <li>• Acceptable background check as per O.C.G.A. 20-2-211.1</li> <li>• Excellent interpersonal skills</li> </ul>			
<b>General Information</b>			
Insurance Benefits available; School holidays, vacation, sick leave days			
<b>Procedure for Applying</b>			
All interested individuals must submit a classified employment application to Vidalia City Schools, ATTN: Personnel, 1001 North Street West, Vidalia, Georgia 30474. No faxed applications will be accepted. In-system employees need only submit a letter of interest and resume. Include a copy of any certifications.			

**The Vidalia City Board of Education is an equal opportunity employer and does not discriminate against any person on the basis of sex, race, color, religion, national origin, age or handicap in any of its education or employment programs or activities.**

**The Vidalia City School system operates a Drug-Free, Public Workplace.**