

**JOB TITLE: MAINTENANCE II**

**QUALIFICATIONS:**

1. Demonstrate ability to perform minor building and maintenance repairs
2. High school Graduate
3. Hold a valid Alabama driver's license
4. Good general health
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO: MAINTENANCE SUPERVISOR**

**PERFORMANCE RESPONSIBILITIES:**

1. Make deliveries of commodities, school supplies, school equipment, or other materials; drive the truck, load and unload the truck, and check deliveries for accuracy.
2. Assist Maintenance I as directed by supervisor.
3. Assist with maintaining orderly, clean, and safe storage areas as well as grounds in the shop area.
4. Carry out responsibilities in a manner that promotes good public relations.
5. Report any problems with vehicles directly to the Maintenance Supervisor.
6. Secure correct and properly signed work orders.
7. Unload and store, deliveries when made to the Maintenance Shop by commercial carriers.
8. Participate in training and development program set up by supervisor.
9. Be regular and punctual in attendance.
10. Maintain the confidentiality of any School System related business.
11. Be familiar with and follow Board of Education policies.
12. Maintain proper and professional relationship with students and other employees.
13. Perform other job related duties that might be reasonably assigned by Maintenance Supervisor, Deputy Superintendent, or Superintendent.

**TERMS OF EMPLOYMENT: 12-Month year--Work schedule as approved by Maintenance Supervisor subject to emergency calls. Salary according to appropriate current schedule.**