

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



Job Description

TITLE: Maintenance Worker

QUALIFICATIONS:

- Completion of high school or GED required
- Must possess a Mississippi driver's license
- Completion of trade school courses, apprenticeship program, or applied job experience which provides the required knowledge (HVAC, Plumbing, and/or Electrical work)
- Must possess a valid license (HVAC, Plumbing, and/or Electrical work)
- Must have at least two (2) years related experience and thorough knowledge of practices, tools and terminology of the specified field of expertise (HVAC, Plumbing, and/or Electrical work)
- Good physical condition with ability to lift 50 pounds

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

SUPERVISES: N/A

JOB GOAL: To provide a variety of skilled work related to the maintenance and repair in specified field of expertise (HVAC, Plumbing, and/or Electrical work) which includes installation, preventative maintenance and service calls.

PERFORMANCE RESPONSIBILITIES:

ELECTRICIAN MAINTENANCE WORKER:

- Perform specific and general electrical repairs in buildings and rooms
- Ensure lightning fixtures are working and kept in good repair
- Perform testing to ensure building electrical connections are safe and in working order
- Perform light to medium lifting tasks and duties
- Upkeep buildings and surrounding grounds to ensure they are free from hazards
- Identify and repair issues that contain unsafe conditions
- Reports hazardous conditions that cannot be addressed immediately to Maintenance Supervisor
- Maintain and keep all equipment clean and in good and safe working condition
- Requisition supplies and materials as needed for repairs and storage closets
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

HVAC MAINTENANCE WORKER:

- Responsible for opening and inspecting air handling, cooling and heating equipment, recognizing, repairing or replacing worn or non-functional components, adjusting and lubricating such parts to insure continued, efficient functioning of the machine or system
- Responsible to check, renew or clean filters in heating or cooling air handling equipment, and ventilators. Inspect, adjust and replace belts. Lubricate motors, bearings, pulleys, linkages and adjust as necessary
- Install new HVAC equipment, log work accomplished, and interact with building based personnel to ascertain problems and locations of needed work
- Respond to service calls; troubleshoots problems and air quality issues
- Conduct seasonal startups and changeovers
- Model nondiscriminatory practices in all activities
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

PLUMBER:

- Inspect sinks and faucets in restrooms on a daily and weekly basis for water leakage and damage to hardware at all educational facilities
- Replace hardware in sinks and commodes as needed to ensure no water leakage is occurring
- Locate and clear stoppage in commodes and sinks as needed
- Locate and repair outside water leaks to and from buildings
- Maintain outdoor hydrants and faucets for water access by Maintenance personnel
- Winterize pipes, outdoor hydrants, and faucets on a seasonal basis
- Maintain water fountains at all educational locations
- Maintain and keep all equipment clean and in good, safe working condition
- Requisition supplies and materials as needed for repairs
- 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)