

West Carroll Board of Education

Job Description

Descriptor Term:

Maintenance Worker

Board Policy Reference

5.013

QUALIFICATIONS

1. High school diploma
2. Valid Tennessee Driver's License

REPORTS TO

Maintenance Supervisor

JOB GOALS

To assist the maintenance supervisor in the upkeep of the district's equipment, grounds, and buildings.

DUTIES

1. Completes repairs and general building maintenance, both inside and outside the buildings.
2. Completes repairs on district equipment.
3. Requests assistance for general repairs or projects beyond their capabilities.
4. Replace light bulbs and clean light covers as needed.
5. Replace or clean air filters.
6. Moves furniture supplies and materials as needed.
7. Assists with custodial duties as needed.
8. Assists with grounds keeping as needed including operation of mowing equipment.
9. Assume other reasonable and equitable duties as assigned by the maintenance supervisor.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as tools, furniture and equipment.

Physical dexterity, mobility, and strength to stoop, climb, lift heavy weights, reach parts and supplies. Ability to climb and work from ladders or scaffolds.

WORK CONDITIONS

Normal working environment that includes outdoor work during extreme temperatures.

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.