

## MARION COUNTY JOB DESCRIPTION

Position Title: General Maintenance

Department: Maintenance

Reports To: Head of Maintenance

Approved By: Marion County Board of Education

Date: December 2010

**SUMMARY:** To work as assigned by the Maintenance Director or head of Maintenance. Perform general labor inside and outside the physical plant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

Performs various maintenance tasks such as minor electrical and plumbing repairs, etc.

Performs general labor inside and outside the physical plant including district wide grounds keeping, handling materials and supplies, moving equipment, operating power-driven equipment, truck driving, snow plowing roofing mowing, etc.

Maintains all safety and code requirements of the State, local and Board of Education guidelines.

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Performs general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, plumbing, concrete, masonry, glazing, insulation, tile and pump and fan repairs.

Performs district wide grounds maintenance work such as plowing, salting, field marking and maintenance of underground sprinkling systems.

Recommends supplies and equipment for purchase, and helps the director of maintenance maintain the inventory of district-owned hand tools, equipment, hardware, materials and supplies.

**SUPERVISORY RESPONSIBILITIES:** None.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED).

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine

reports and correspondence. Ability to speak effectively before small groups of employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license with good driving record.

**OTHER SKILLS and ABILITIES:** Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 pounds such as piping and pool valves. The employee will sometimes push/pull items such as tables scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color, vision, peripheral vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT: The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical

equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

*The information contained in this job description is for compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*FileNameMaintUtility*