

Board Members

Weldon Perrine, President

Roy Moose, Vice President

Phil Berry, Member

Dr. Gus Penix, Member

Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



NICHOLAS COUNTY
S C H O O L S

400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Crew Leader

Classification: Service

Reports to: Maintenance Director/Superintendent

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
3. Criminal background check per WV Code §18-5-15c
4. The ability to perform the job duties and responsibilities of the position as contained in the Job Description

Title:

Personnel employed to organize crew of maintenance department employees to carry out assigned projects.

Job Summary:

Assist Maintenance Director in the supervision, direction, and completion of various maintenance projects.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Performance Responsibilities:

- Provides leadership as applicable in implementing his/her duties.
- Organizes work for crew and carries out assigned projects to successful completion.
- Develop and implement a maintenance schedule for all NCBOE buildings
- Communicates freely within the chain of command.
- Promotes exchange of ideas with fellow workers.
- Shows respect for fellow workers and students.
- Keeps work area neat and engages in good safety practices.
- Follow instructions.
- Operates and cares for equipment and property appropriately.
- Provides requested or relevant information to his or her supervisor.
- Protects confidential matters regarding students.
- Coordinates work with other school personnel, as necessary.
- Organizes and coordinates work projects assigned to given crews.
- Assists with the completion of work orders.
- Keeps the supervisor and foreman informed of problems or potential problems relative to operations and staff.
- Informs the supervisor or foreman of needed tools, equipment, and supplies for the completion of tasks.
- Performs repairs to equipment, buildings and grounds as assigned.
- Serves as a helper to skilled maintenance employees.
- Demonstrates skill in the use of hand and bench tools, machines, equipment and vehicles in the performance of assigned tasks.
- Cares for tools and equipment properly and reports needed repairs or preventive maintenance items to the director.
- Adheres to established laws, policies, rules, and regulations.
- Willing to perform job-related duties and responsibilities beyond the traditional workday or being on call for emergencies.
- Other duties as assigned by the Maintenance Director or Superintendent.

Physical Demands:

The physical demands described 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 often required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift heavy objects.

The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job.

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 work 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 outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job.

The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Revised 04.18.23