



**JOB DESCRIPTION**

<b>POSITION TITLE:</b> (M3) General Maintenance Worker
<b>DEPARTMENT:</b> Maintenance
<b>WORK DAYS:</b> 240
<b>REPORTS TO:</b> Director of Maintenance
<b>PAY SCALE:</b> M Level 1

**REQUIREMENTS:**

<ul style="list-style-type: none"><li>● Ability to read, write, and follow written and oral Instructions. GED or high school diploma required</li></ul>
<ul style="list-style-type: none"><li>● The ability to carry out the tasks that will be assigned while employed</li></ul>
<ul style="list-style-type: none"><li>● Such alternatives to the above qualifications as the Board may find appropriate and acceptable</li></ul>
<ul style="list-style-type: none"><li>● Valid Driver's License required</li></ul>

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

<ul style="list-style-type: none"><li>● Maintains and cares for school buildings and school grounds</li></ul>
<ul style="list-style-type: none"><li>● Completes all work orders assigned in a timely manner</li></ul>
<ul style="list-style-type: none"><li>● Demonstrates prompt and regular attendance</li></ul>
<ul style="list-style-type: none"><li>● Promotes good relations and displays a positive image with customers, the public and peers</li></ul>
<ul style="list-style-type: none"><li>● Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage</li></ul>
<ul style="list-style-type: none"><li>● Initiates and completes assigned projects in a timely and accurate manner</li></ul>
<ul style="list-style-type: none"><li>● Responsible to give assistance in the time of a critical emergency in order to keep the school a safe and efficient learning environment</li></ul>
<ul style="list-style-type: none"><li>● Transfers/moves equipment, furniture, materials, and/or boxes as requested by supervisor</li></ul>
<ul style="list-style-type: none"><li>● Works on the goals and objectives listed on the previous performance evaluation form if areas of improvement are noted</li></ul>
<ul style="list-style-type: none"><li>● Performs other duties assigned by the supervisor and/or superintendent</li></ul>

**INTERNAL APPLICANTS ONLY**