

GENERAL MAINTENANCE

Job Description

Qualifications:

1. Must have a high school diploma, GED certificate, or TASC completion certificate.
2. Be physically and mentally alert.
3. Demonstrated ability to get along with people.
4. Ability to read, write, compute, and communicate.
5. Ability to perform minor repairs to equipment and buildings.
6. Successful completion of the State Competency Test for General Maintenance.
7. Hold a valid drivers license.

Immediate Supervisor: Supervisor of Maintenance

Duties and Responsibilities:

1. Maintain or upgrade the job related skills.
2. Establish a good working relationship with other employees.
3. Perform as helper to skilled maintenance employees.
4. Perform minor repairs to equipment, grounds and buildings of the school system.
5. Maintain positive work habits.
6. Perform duties efficiently and productively.
7. Perform other job related tasks assigned by the Supervisor of Maintenance or Assistant Superintendent.

Jackson County Board of Education
Revised: April, 2019