

Maintenance Assistance

Marshall Public School District Job Description

Position Title: Maintenance Assistance

Department: Building and Grounds

Reports To: Director of Building and Grounds

SUMMARY: Under the supervision of the Maintenance Supervisor or Maintenance personnel maintains and services the district buildings and equipment. Performs, when necessary, custodial duties to maintain the campus in a sanitary, orderly, and attractive condition and other duties as required.

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

- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Assists on various skilled areas which include: structural, carpentry, plumbing electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- Maintains logs, worksheets and other records.
- Assist with painting and preparation of the athletic fields. Supervises in the absent of the grounds keeper.
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces.
- Must become familiar with custodial duties, cleaning standards and be willing to substitute when required.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and Board Of Education Policies.

SUPERVISORY RESPONSIBILITIES: Supervises painting of the athletic fields in the absence of the grounds keeper

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, with trade or technical school preferred. Preventative maintenance or construction work in trade skill and Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with the Board of Education Policy.

TERMS OF EMPLOYMENT: Twelve - Month employee salary to be determined by the Board of Education. Paid holidays and vacation as set by the Board of Education Policy GDBDA available on line at the Marshall Public Schools web page.

