

SHEFFIELD CITY SCHOOLS
JOB DESCRIPTION – Assistant Maintenance Worker

POSITION TITLE: Assistant Maintenance Worker

QUALIFICATIONS:

- (1) At least a high school graduate or its equivalent.
- (2) Proficient and knowledgeable in the task of completing mechanical and equipment repair and installation in area of specialty.
- (3) General knowledge of electrical, plumbing, and general maintenance.
- (4) Must hold a valid Alabama driver's license.
- (5) Must have an Alabama Commercial Driver's License (CDL) and an Alabama school Bus Driver's License (BDL) or be willing to obtain both within six months of assignment.
- (6) Prefer three years' experience in area of specialty.
- (7) Such alternatives to the above qualifications as the Superintendent and the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Maintenance / Director of Transportation

JOB GOAL: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Analyzes job(s) to be completed, compiles list of materials, plans work schedule, and completes the job.
2. Identifies potential and/or minor problems and works effectively to prevent their becoming major problems.
3. Cares for all tools, vehicles and equipment for which responsible.
4. Determines which repair jobs may be performed by maintenance workers on the staff and which must be performed by outside contractors, and advises the Maintenance Director accordingly.
5. Recommends supplies and equipment for purchases and maintains the inventory of tools, equipment, and supplies.
6. Examines facilities on a regular basis for purposes of preventive maintenance.
7. Maintains plumbing in all school facilities and making sure they are in working order.
8. Maintains electrical in all school facilities and keeping it up to code.
9. Drive a school bus for field trips/extracurricular activities and making sure the bus stays clean.
10. Performs all types of general maintenance for the entire school system.
11. Works with the Central Office staff, principals, teachers, and students to provide better physical conditions under which all can work.
12. Performs such other tasks as assigned by proper authority.

TERMS OF EMPLOYMENT: Twelve months/240 days. Salary according to the Board approved salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.