

BERKELEY COUNTY SCHOOL DISTRICT

**JOB DESCRIPTION**

**TITLE:** Temporary Employee – Maintenance Summer Helper

**FLSA:** Non-Exempt

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**GENERAL SUMMARY**

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and provides a variety of maintenance and painting activities to maintain function and aesthetics of facilities. Reports to Assigned Supervisor.

**ESSENTIAL FUNCTIONS**

Demonstrates aptitude or competence for assigned responsibilities.

Records work and leave time accurately and timely.

Works under assigned trade mechanics.

Must demonstrate safe lifting practices.

Safely performs the most effective paint repairs and preventive maintenance.

Satisfactorily adheres to personnel policies and procedures.

Maintains an orderly and safe working environment.

Other assigned duties as needed.

**JOB SPECIFICATIONS**

**Education and Experience:**

Any combination equivalent to: graduation from high school and related experience. High school students 16 years of age and older may apply.

**Knowledge:**

Requires ability to follow both oral and written directions.

**Skills/Effort:**

Take initiative to perform work and assist others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Maintain records as required.

Ability to perform manual work requiring some physical strength and agility.

Ability to work well with supervisor, co-workers and the public.

**Working Conditions:**

Work is conducted both indoors and outdoors with occasional exposure to discomforting environmental conditions such as heat, cold, humidity, noise, dusts and wetness. Berkeley County School District is a smoke free district.

**Responsibility:**

To perform maintenance duties as assigned by supervisor.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

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