



MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Worker

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Experience in carpentry, plumbing, HVAC and/or industrial electricity.
3. HVAC and / or Electrical license / certification
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Maintenance Supervisor

SUPERVISES: NA

TERM OF EMPLOYMENT: Twelve months (245 days)

ESSENTIAL DUTIES:

1. Carries out a program of preventive maintenance throughout the district.
2. Assists in conducting periodic inspections of all school facilities to ensure safety compliance.
3. Keeps informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep. Informs and provides support for school custodial staff in these maintenance areas.
4. Assists in painting, carpentry, plumbing and electrical repairs that do not require outside contractors.
5. Assists in maintaining a coordinated inventory control program for all areas of the department.
6. Assists in the inspection of improvement and renovation work performed by outside contractors.
7. Distributes warehoused maintenance and instructional materials, supplies and equipment to schools monthly on a scheduled basis.
8. Participates in the ground maintenance and gardening work of the district's schools, district office and related facilities.
9. Assists in the maintenance and upkeep of district-owned vehicles.
10. Performs such other tasks and related duties as assigned by the Maintenance Supervisor.

EVALUATION:

Performance of this job to be evaluated in accordance with the provisions of the Board's policy on evaluation of Support Services personnel.

SALARY RANGE: Based on licensure / certification and experience