

## POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position:

<b>Job Title:</b>	<b>Maintenance Helper</b>
<b>Location:</b>	<b>System</b>
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. High school diploma or equivalent.</li><li>2. Preferred training and/or experience in building and grounds operations and/or general skilled labor areas.</li></ol>
<b>Salary Schedule and Amount:</b>	A salary range of \$15.06-\$16.91 an hour (\$28,905-\$32,457 annually) based on experience
<b>Job Description:</b>	See Attached
<b>Terms of Employment:</b>	240 Days
<b>Apply To:</b>	Mrs. Gail Brasell 375 Lee St. Alexander City, AL 35010  Applications can be downloaded from our website at <a href="http://www.alexcityschools.net">www.alexcityschools.net</a>
<b>Posted:</b>	August 6, 2018
<b>Deadline:</b>	Minimum of 7 days, or until filled

**ALEXANDER CITY SCHOOLS**  
**JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE HELPER**

**REPORTS TO:** Director of Maintenance

**SUPERVISES:** N/A

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Preferred training and/or experience in building and grounds operations and/or general skilled labor areas.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of trades for assigned areas.
2. Knowledge of and skill to use tools of the trades.
3. Skill in reading, interpreting and applying information in technical manuals and other documents.
4. Hold a valid drivers license.
5. Ability to take initiative to begin and complete projects without supervision.
6. Ability to work cooperatively with others.
7. Ability to troubleshoot problems and implement corrective actions. Ability to utilize the services of maintenance helpers as available.
8. Ability to operate and wide variety of equipment and tools
9. Ability to drive vehicles, tractors, and heavy equipment
10. Ability to pull and back a trailer.

**JOB GOALS**

To maintain school grounds in top condition.

To efficiently maintain facilities and equipment in the system in a safe and attractive condition.

To learn skills necessary for a maintenance worker position.

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

1. Mows lawns, fields, and other grounds for the purpose of ensuring safe and attractive grounds.
2. Prunes trees, hedges, and shrubs.
3. Transports and uses a variety of tools, equipment, supplies, etc. for the purpose of performing assigned duties.
4. Uses a variety of simple hand tools to perform assigned duties – e.g. – shovel, shears, hoe, axe, hand saw, hole diggers, pick, hammer, wrench, socket, screwdriver, etc.
5. Uses a variety of power hand tools – e.g. – hedge trimmers, weed eaters, saws, drills, etc.
6. Installs, repairs, and maintains irrigation systems.

7. Maintains landscaped area and related items – e.g. mulching, weeding, weed eating, raking leaves, removing trash, sweeping/blowing sidewalks, edging walkways and curbs.
8. Maintains and performs minor repairs of job related grounds keeping equipment.
9. Applies fertilizers, pesticides, herbicides, rodent and/or wild animal control.
10. Installs, inspects, repairs, and maintains playground equipment.
11. May operate a variety of light and heavy equipment – e.g. riding lawn mower, push mower, pressure washer, tractor, trencher, backhoe, Bobcat, etc.
12. Assist in preparation and maintenance of athletic and band fields.
13. Removes paper and other trash from all outside areas.
14. Operate a chainsaw to cut trees and shrubs as needed.
15. Moves school resources, classroom materials, furniture, paper, books, equipment, athletic equipment, bleachers, building supplies and other items as assigned.
16. May assist in the preparation, lining, and marking of athletic and band fields.
17. May perform installations of a variety of items – e.g. signs, playground equipment, fence, etc.
18. Pressure wash sidewalks, buildings, equipment, and other assigned areas and items.
19. General cleaning as assigned.
20. Perform all types of painting.
21. Assist skilled maintenance workers with projects.
22. Performs other duties as assigned by the Maintenance Supervisor and/or the Superintendent.

**SECONDARY PERFORMANCE RESPONSIBILITIES** – Builds skills and abilities through training and work assistance with maintenance workers in the following areas:

23. Repair and maintain all types of plumbing, both water supply and drain and/or sewer systems.
24. Perform basic repairs to HVAC systems, coolers, freezer units, and ice machines.
25. Perform all types of repairs to kitchen equipment both mechanical and electrical.
26. Do carpentry jobs as needed including the building of new walls and doorways, repairing cabinetry and desks or existing structures, and building new structures.
27. Assist in changing filters at all sites in the system.
28. Assist in the maintenance and repair of electrical wiring and lights at all sites in the system.
29. Maintain and repair door locks and door hardware at all sites in the system.
30. Repair roof leaks at all sites in the system.
31. Install automatic controls where needed.
32. Weld and build products as needed.
33. Assist in surplus pickup at all sites in the system.
34. Ensure adherence to good safety standards.
35. Maintain work logs which show parts and equipment utilized.
36. Assist Director of Maintenance in maintaining department inventory of parts, materials, and supplies.
37. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
38. Participate in assigned training programs offered to increase skill and proficiency related to assignment.
39. Maintain proper care of tools and materials.
40. Communicate effectively with students, parents, staff and administrators.
41. Respond to inquiries and concerns in a timely manner.
42. Prepare all required reports and maintain all appropriate records.

- 43. Follow federal and state laws and School Board policies.
- 44. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

- May be exposed to hot, cold, wet, humid, or windy conditions for extended periods of time.
- Ability to work either outdoors or indoors year-round.
- Ability for heavy lifting of 100 pounds or more.
- Will involve walking or standing for extended periods of time.
- Will involve instances of kneeling, crouching, bending at the waist, sitting, and ascending and descending ladders, stairs, scaffolding, and ramps.
- Must be able to work around dust, dirt, fumes, and odors.
- Manual dexterity required to operate simple and complicated hand tools, power tools, and a variety of equipment.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

Performance of this job will be evaluated a minimum of once each year.

*It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Last Revised: July 2017