

POSITION ANNOUNCEMENTS

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

Job Title:	Maintenance Worker
Location:	System
Qualifications:	Training and/or experience in plumbing, electrical carpentry, and painting, etc., carpentry experience is essential.
Salary Schedule and Amount:	A salary range of \$18.02-\$20.26an hour (\$34,601-\$38,890 annually) based on experience
Job Description:	See Attached
Terms of Employment:	240 Days
Apply To:	Applications must be submitted through TEACH IN ALABAMA at the below

https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500

Posted: February 27, 2019

Deadline: 7 days or until filled

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER

REPORTS TO: Maintenance Supervisor

SUPERVISES: N/A

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Training and experience in a given trade such as heating/air conditioning, plumbing/boiler repair, electrical, carpentry, or painting.

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. Ability to take initiative to begin and complete projects without supervision.
5. Ability to work cooperatively with others.
6. Ability to troubleshoot problems and implement corrective actions. Ability to utilize the services of maintenance helpers as available.

JOB GOAL

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

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all types of plumbing, both water supply and drain and/or sewer systems.
2. Perform basic repairs to HVAC systems, coolers, freezer units, and ice machines.
3. Perform all types of repairs to kitchen equipment both mechanical and electrical.
4. Do carpentry jobs as needed including the building of new walls and doorways, repairing cabinetry and desks or existing structures, and building new structures.
5. Assist in changing filters at all sites in the system.
6. Assist in the maintenance and repair of electrical wiring and lights at all sites in the system.
7. Maintain and repair door locks and door hardware at all sites in the system.
8. Repair roof leaks at all sites in the system.
9. Install automatic controls where needed.
10. Weld and build products as needed.
11. Assist in surplus pickup at all sites in the system.
12. Ensure adherence to good safety standards.
13. Maintain work logs which show parts and equipment utilized.
14. Assist Director of Maintenance in maintaining department inventory of parts, materials, and supplies.
15. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

16. Participate in assigned training programs offered to increase skill and proficiency related to assignment.
17. Maintain proper care of tools and materials.
18. Communicate effectively with students, parents, staff and administrators.
19. Respond to inquiries and concerns in a timely manner.
20. Prepare all required reports and maintain all appropriate records.
21. Follow federal and state laws and School Board policies.
22. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy lifting of to 100 pounds or more

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 2015