

JOB TITLE: MAINTENANCE III

QUALIFICATIONS:

1. Demonstrate ability to perform minor building and maintenance repairs
2. High School Graduate
3. Maintain a valid Alabama driver's license
4. Good general health to allow performance of duties/responsibilities
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: MAINTENANCE SUPERVISOR

PERFORMANCE RESPONSIBILITIES:

1. Make deliveries of commodities, drive the truck, load and unload the truck, and check deliveries for accuracy.
2. Assist with maintaining orderly, clean, and safe storage areas as well as grounds.
3. Carry out responsibilities in a manner that promotes good public relations.
4. Report any problems with vehicles directly to the Maintenance Supervisor.
5. Participate in training and development program set up by supervisor.
6. Operate cleaning machine for stripping and cleaning of floors.
7. Operate lawn mower and cut grass as directed by Maintenance Supervisor.
8. Assist with keeping grounds.
9. Be regular and punctual in attendance.
10. Maintain the confidentiality of any School System related business.
11. Be familiar with and follow Board of Education policies.

JOB TITLE: MAINTENANCE III (CONT'D)

12. Maintain proper and professional relationship with students and other employees.
13. Perform other job related duties that might be reasonably assigned by Maintenance Supervisor, or Superintendent.

TERMS OF EMPLOYMENT: 12 Month year – Work schedule as approved by Maintenance Supervisor subject to emergency calls. Job hours may be different from other Maintenance workers, but no more than 8 hrs a day or 40 hrs a week. Salary according to appropriate current schedule.

Approved: June 17, 2003