

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Maintenance/Supply Helper

QUALIFICATIONS:

- High School Diploma
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- May occasionally be required to lift/move up to 50 pounds

REPORTS TO: Assistant Maintenance Supervisor, Maintenance Supervisor, and Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

- Assist maintenance supervisor with routine building maintenance and repair activities, including repairing lights and leaky toilets, installing fixtures, installing door hinges, and/or other applicable items
- Provide assistance to custodial staff with routine custodial work, including cleaning floors by sweeping, mopping, and vacuuming, utilizing applicable equipment
- Assist with routine electrical (including the changing of light bulbs), plumbing, heating and air conditioning, carpentry (including painting) and related trades, as allowed
- Assist in maintaining in working order all necessary tools and equipment
- Carry out established preventive maintenance programs
- Perform emergency repairs as directed
- Perform remodeling work, including office rearrangement
- Monitor and maintain appropriate levels of supplies and materials in support of unit operations and activities
- Install and inspect new equipment and furnishings when required
- Make deliveries to district facilities
- Maintain grounds at central office and administration building, including mowing, raking, landscaping, watering, sanding, and snow and ice removal
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)