

# Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

*"United For Excellence"*



## Job Description

**TITLE:** Maintenance Worker

### **QUALIFICATIONS:**

- Completion of high school or GED required
- Must possess a Mississippi driver's license
- Completion of trade school courses, apprenticeship program, or applied job experience which provides the required knowledge (HVAC, Plumbing, and/or Electrical work)
- Must possess a valid license (HVAC, Plumbing, and/or Electrical work)
- Must have at least two (2) years related experience and thorough knowledge of practices, tools and terminology of the specified field of expertise (HVAC, Plumbing, and/or Electrical work)
- Good physical condition with ability to lift 50 pounds

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

**SUPERVISES:** N/A

**JOB GOAL:** To provide a variety of skilled work related to the maintenance and repair in specified field of expertise (HVAC, Plumbing, and/or Electrical work) which includes installation, preventative maintenance and service calls.

### **PERFORMANCE RESPONSIBILITIES:**

#### **ELECTRICIAN MAINTENANCE WORKER:**

- Perform specific and general electrical repairs in buildings and rooms
- Ensure lightning fixtures are working and kept in good repair
- Perform testing to ensure building electrical connections are safe and in working order
- Perform light to medium lifting tasks and duties
- Upkeep buildings and surrounding grounds to ensure they are free from hazards
- Identify and repair issues that contain unsafe conditions
- Reports hazardous conditions that cannot be addressed immediately to Maintenance Supervisor
- Maintain and keep all equipment clean and in good and safe working condition
- Requisition supplies and materials as needed for repairs and storage closets
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

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## **HVAC MAINTENANCE WORKER:**

- Responsible for opening and inspecting air handling, cooling and heating equipment, recognizing, repairing or replacing worn or non-functional components, adjusting and lubricating such parts to insure continued, efficient functioning of the machine or system
- Responsible to check, renew or clean filters in heating or cooling air handling equipment, and ventilators. Inspect, adjust and replace belts. Lubricate motors, bearings, pulleys, linkages and adjust as necessary
- Install new HVAC equipment, log work accomplished, and interact with building based personnel to ascertain problems and locations of needed work
- Respond to service calls; troubleshoots problems and air quality issues
- Conduct seasonal startups and changeovers
- Model nondiscriminatory practices in all activities
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

## **PLUMBER:**

- Inspect sinks and faucets in restrooms on a daily and weekly basis for water leakage and damage to hardware at all educational facilities
- Replace hardware in sinks and commodes as needed to ensure no water leakage is occurring
- Locate and clear stoppage in commodes and sinks as needed
- Locate and repair outside water leaks to and from buildings
- Maintain outdoor hydrants and faucets for water access by Maintenance personnel
- Winterize pipes, outdoor hydrants, and faucets on a seasonal basis
- Maintain water fountains at all educational locations
- Maintain and keep all equipment clean and in good, safe working condition
- Requisition supplies and materials as needed for repairs
- 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)