

MASON COUNTY SCHOOLS

Job Description

POSITION: General Maintenance

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by MCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, Pay Grade C commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the building

principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314

JOB SUMMARY: "General maintenance" means personnel employed as helpers to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system. WV §18A-4-8

PERFORMANCE RESPONSIBILITIES:

- Clears brush, cuts grass, digs ditches, and performs other minor grounds maintenance duties
- Responsible for shoveling snow.
- Loads and unloads trucks, moves or hauls such items as supplies, office furniture, and building materials
- Assists in building repair, working with a plumber, electrician, carpenter, etc.
- Services county automobiles to the extent of filling with gasoline, checking the oil and wiper fluid, etc.
- Perform routine maintenance tasks of heating and cooling systems, such as changing filters and checking seals and duct work
- Assist in the coordination of the building maintenance program
- Assemble furniture and equipment for the purpose of providing items in working conditions
- Inspects facilities, systems, and their components for the purpose of identifying necessary repairs
- Installs various items (such as whiteboards, serving lines, railings, fences, etc.) for the purpose of completing projects safely and within established timeframes
- Maintains tools and/ or equipment for the purpose of ensuring availability of equipment in safe operating condition
- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Performs related work as required
- Other duties as assigned by Director of Maintenance

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- Ability to follow written and oral instructions.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.
- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift heavy objects. On The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.