

**JOB DESCRIPTION**  
**THOMASVILLE CITY BOARD OF EDUCATION**  
**MAINTENANCE / TRANSPORTATION UTILITY WORKER**

**RESPONSIBLE TO:** Director of Transportation and Facilities Manager

**QUALIFICATIONS:**

1. High school diploma or GED is preferred.
2. Have working knowledge of electricity, basic plumbing, carpentry, painting, and general maintenance.
3. Two or more years direct work experience or training in the areas of electricity, plumbing and carpentry is preferred.
4. Training and/or certification in air conditioning and heating preferred.
5. Ability to lift and/or carry objects weighing up to 50 pounds.
6. Ability to exert up to 30 pounds of force.
7. Ability, agility and stamina to engage in prolonged sitting or standing, stooping, kneeling, crawling, bending, turning and reaching.
8. Ability and wiliness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
9. Valid Alabama driver's license.
10. A working knowledge of occupational hazards and safety precaution of the trade.
11. Subject to drug test as required by law and School Board policy for transporting students and operating school-owned vehicles.
12. Provide own or have access to appropriate transportation to meet job requirements.
13. Must meet the suitability criteria of employment and/or certification under the Alabama Child Protection Act of 1999.

**DUTIES AND RESPONSIBILITIES:**

1. Plan and organize daily job tasks.
2. Check completed jobs.
3. Assist with the review of all specifications for materials and equipment to be purchased.
4. Subject to call seven days a week, 24 hours per day in cases of emergencies that may threaten the School System's property or equipment.
5. Assist in the planning and construction of additions or remodeling of existing facilities.
6. Practice and instruct safety in the performance of all jobs.
7. Be responsible for all equipment, tools, parts and equipments and maintain a adequate inventory.
8. Maintain daily maintenance logs and work orders indicating time and material used.
9. Assist in the scheduling of buses between Transportation Bus Shop and repair shops/dealers.
10. Assist in the schedule and delivery of vehicle supplies and parts from suppliers.
11. Assist mechanic with repairs in the bus shop or in the field as assigned by the Director of Transportation.
12. Assists with the up-keep and maintenance of the building including sweeping, mopping, dusting, cleaning restrooms, cutting grass, and any other related task as directed by the Facilities Manager or Director of Transportation.
13. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. General knowledge of construction and maintenance practices.
2. Ability to follow written or oral instructions.
3. Skilled in good safety practices of the various trades.
4. Good management skills.
5. Ability to coordinate the various trades.
6. Ability to prioritize job assignments.
7. Ability to maintain good interpersonal relationships.
8. Skilled and effective in oral and written communication.
9. Ability to work independently and with minimum supervision.
10. Ability to work out-doors in variety of conditions and temperatures.
11. Physical dexterity, strength, mobility and visual acuity to climb ladders, check employees on and facilities, and perform other task.

**JOB GOALS:**

1. To maintain the buildings/sites, equipment, facilities and vehicles of the School System.
2. To assist with the daily transportation and maintenance operations of the School System.

**EVALUATION:**

Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary personnel will be evaluated annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.

**FLSA: Non-Exempt**