

**JOB DESCRIPTION**  
**THOMASVILLE CITY BOARD OF EDUCATION**  
**MAINTENANCE WORKER - PART-TIME**

**RESPONSIBLE TO:** Superintendent and Facilities Manager

**QUALIFICATIONS:**

1. High school diploma or GED
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. Valid Alabama driver's license.
6. A working knowledge of occupational hazards and safety precaution of the trade.
7. Subject to drug test as required by law and School Board policy for transporting students and operating school-owned vehicles.
8. Provide own or have access to appropriate transportation to meet job requirements.
9. Must meet the suitability criteria of employment and/or certification under the Alabama Child Protection Act of 1999.

**DUTIES AND RESPONSIBILITIES - Part-time (FTE 0.50 / 4 hours per day):**

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. 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 GOAL:**

To maintain the buildings/sites, equipment, facilities 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**