

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Maintenance Craftsman*

**QUALIFICATIONS:** High School Diploma or GED preferred; ability to follow written instructions and schedules; ability to work well with others; skills related to carpentry, electricity and plumbing; excellent health to perform strenuous work.

**REPORTS TO:** Maintenance Supervisor

**JOB GOAL:** Maintaining facilities to insure a safe, efficient, attractive, and clean environment conducive to the overall education of the students; minimize property damage, loss and liability to the school district.

**SUPERVISES:** None

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** Maintenance Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

### **PERFORMANCE RESPONSIBILITIES:**

- Perform service, repair, and install equipment at Grant Parish School Board facilities.
- Upgrade and install equipment as needed.
- Inventory equipment and determine future use.
- Advise supervisor of problems with equipment and make suggestions for solutions.
- Communicate appropriately with school administration and central office personnel.
- Keep an up to date inventory of all tools needed to meet job goals.
- Perform light carpentry, general maintenance, tile/masonry, painting, general electrical, etc.
- Perform jobs that require heavy equipment and/or lifts.
- Perform general maintenance work as directed or required by work order.
- Be diligent in performing work in a safe manner.
- Maintain a clean and orderly work environment.
- Be responsible and use good judgment in the purchase of job materials.
- Operate any vehicles in a safe manner and follow policies as directed.

### **PROFESSIONAL RESPONSIBILITIES:**

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.

- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates. and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date