

Descriptor Term:

GFBH

**JOB DESCRIPTION:
MAINTENANCE II**

ISSUE DATE: **3-10-03**

QUALIFICATIONS:

1. High School graduate or equivalent
2. Training and skill demonstrated in maintenance of school buildings, including repair of mechanical devices, electrical and plumbing items, carpentry skills and carpeting/floor tile installation skills.
3. Possess a valid Mississippi driver's license.
4. Possess good public relations skills.

REPORTS TO:

Assistant Superintendent for Attendance Center or his/her designee.

GOAL:

To maintain the physical school plant in a condition of operating excellence at all times.

**PERFORMANCE
RESPONSIBILITIES:**

1. Constant inspection of school facilities for needed repair and maintenance and reports same to proper person.
2. Establish and submit necessary records and documentation as required.
3. Paint and perform other items of general maintenance nature as directed.
4. Perform other such maintenance work as required and directed.

TERMS OF EMPLOYMENT:

Twelve (Full-Time) months employment.

SALARY:

As established by school board policy GGBl.

EVALUATION:

Performance in this position will be evaluated annually, by the Assistant Superintendent – Attendance Center in accordance with established provisions on such evaluations.