



JOB DESCRIPTION

ALABASTER CITY SCHOOLS

JOB TITLE: MAINTENANCE TECHNICIAN

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Good general health.
3. Building maintenance, construction, electrical or mechanical training/or experience.
4. A valid Alabama driver's license required.
5. A valid commercial driver's license may be required.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Principal
Maintenance Supervisor

SUPERVISES: Personnel employed to provide support in assigned areas

JOB GOAL: To provide students with safe, clean, attractive, and reasonably comfortable facilities and to protect the investment in buildings, grounds, and equipment

PERFORMANCE RESPONSIBILITIES:

1. Insure the cleanliness of school buildings, grounds, and equipment by:
 - a. Supervising the work of individuals or services employed to assist in cleaning and assuring that standards are met.
 - b. Inspecting for cleanliness and reporting conditions to the principal.
 - c. Performing cleaning operations when necessary.
2. Regulate heating, air conditioning, and other environmental control systems for economical use utilities.
3. Open and close the building as directed by the principal.
4. Perform basic maintenance and repair operations.

5. Maintain a daily work log and submit to Maintenance Supervisor monthly.
6. Report to the principal any maintenance problem requiring special assistance.
7. Establish and maintain a file and a log on every item of mechanical equipment located at the school.
8. Perform the required preventive maintenance and fire and safety inspections.
9. Assist in the development and implementation of a campus landscape and use plan.
10. Cut grass, prune, and remove trees and shrubs as required.
11. Maintain proper and professional relationship with students and other employees.
12. Perform duties in a manner that promotes good public relations.
13. Maintain a clean workshop and office, and keep records current and stored in an organized file location.
14. Comply with local, state, and federal regulations relative to maintenance regulations.
15. Be familiar with and follow Board of Education policies.
16. Attend training sessions as scheduled by Maintenance Supervisor.
17. Be regular and punctual in attendance.
18. Maintain confidentiality of any school system related business.
19. Perform other job-related duties that might be reasonably assigned by the principal or Maintenance Supervisor.

TERMS OF EMPLOYMENT: Twelve-month contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.