



Title:	General Maintenance
Reports to:	Maintenance Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

The employee's primary function is to semi-independently follow established procedures and schedules for maintaining and repairing the structural components and grounds at the schools and other facilities owned and operated by the Scotland County Board of Education. The employee will primarily assist the carpentry and grounds care crews.

Knowledge, Skills, Abilities, etc.: The employee must demonstrate an apprentice level of expertise/competence and at least one year prior successful experience as a commercial or institutional general maintenance / carpentry helper. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment. A basic education and high school diploma (or the equivalent) is necessary. He/she will be required to:

Read and comprehend work orders, instruction manuals, schematic drawings, building codes, etc. Document all information relating to work orders and required reports.

Use basic mathematical calculations to estimate and purchase materials, and to measure and layout work.

He/she will semi-independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry medium to heavy objects (i.e., 50- 75

lbs); climb ladders and scaffolds (2 story structures); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee will be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid North Carolina driver's license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

SPECIFIC DUTIES: The employee will.....

- Perform normal and routine carpentry helper services (i.e., structural, roofing, cabinetry, locks, hardware, painting, etc.) for the schools and departmental sites under

the supervision and guidance of the carpentry crew leader(s). He/she will also replace broken windows, caulk and seal exterior door and window components, patch damaged drywall, etc.

- Perform grounds care activities and routine maintenance (mow grass; trim and prune shrubbery and trees; grade, level and maintain athletic fields; repair driveways and parking areas; install and/or repair fencing; install and repair concrete walkways, etc.)
- Assist in the occasional construction/installation of room partitions, storage enclosures, and other renovation/improvement projects and related components and equipment.
- Maintain an adequate inventory of hand tools, and equipment.
- Assist other mechanics and perform other routine duties as assigned by the maintenance director or superintendent.