



GRANT COUNTY SCHOOLS
204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: GENERAL MAINTENANCE

Supervisor: Director of Maintenance

Qualifications:

- High School Diploma or GED
- Hold or qualify for General Maintenance according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code:

General maintenance: a person employed as a helper to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.

5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

DUTIES/RESPONSIBILITIES

1. Assists in the construction and repair of cabinets, tables, bookcases and other school furniture.
2. Perform minor repairs to equipment and buildings.
3. Replace glass in windows, doors, cases, etc.
4. Repair and maintain general care of grounds.
5. Assist with masonry and associated carpentry tasks.
6. Assist in the repair and maintenance of roofs, gutters and flashing.
7. Perform painting tasks on school building and equipment.
8. Perform tasks related to the repair and maintenance of floor covering.
9. Assist in tasks related to the installation, repair and maintenance of the sanitation system in all school facilities.
10. Perform record keeping tasks associated with the position.
11. Perform tasks associated with the general maintenance of Board of Education vehicle.
12. Perform tasks related to cleaning of buildings and the operation and minor repair of heating, cooling and plumbing systems.
13. Assist in the tasks related to the minor repair of electrical systems.
14. Replace/repair door and related hardware.
15. Perform routine manual tasks in all areas of maintenance, including but not limited to:
 - Snow removal, cutting grass, digging holes/trenches, etc.
16. Perform other tasks determined as necessary for the effective, efficient and safe operation of the school system as assigned by the Director of Maintenance or his designee.
11. Participates in seminars and workshops in the areas of maintenance and custodial responsibilities. .
12. Participates in in-service programs conducted by the county.
13. Reads current articles relating to job assignments.
14. Accepts responsibility for the work assigned.
15. Accepts constructive criticism.
16. Exhibits a positive attitude toward assigned work.
17. Possess the physical/emotional health necessary for effective job performance.
18. Is receptive to the using of current practices as related to maintenance and custodial work.
19. Maintains appropriate appearance and personal hygiene.
20. Able to function under adverse physical conditions.
21. Be able to function as a contributing member of the maintenance crew.
22. Other duties as assigned by supervisor.