

**Qualifications:**

- High School Diploma or equivalent.
- Two years experience in carpentry.
- Considerable experience in painting.
- Demonstrated aptitude or competence for assigned responsibilities.

**Nature of Work:**

To assist in the day to day operation of the Maintenance department so as to provide the maximum service to have a safe learning environment for the children of Lee County Schools.

**Knowledge, Skills, and Abilities:**

- Some knowledge of methods of carpentry work.
- Some skill in using tools to cut and join wooden materials.
- Working knowledge of the standard practices and methods of the painting trade.
- Skill in mixing paints and in matching and blending colors.
- Skill in the use and care of equipment and tools used in the painting trade.
- Ability to lift, carry, or move heavy objects.
- Ability to follow simple written instructions.
- Ability to follow oral instructions with little need for repetition.

**Essential Job Functions:**

- Performs work assigned by work orders.
- Smooths surfaces.
- Removes old finished.
- Fills holes, cracks, and joints.
- Prepares and applies patching plaster as needed.
- Removes fixtures, such as switch covers.
- Spreads drop cloths over floors and room furnishings.
- Covers windows, door frames, and baseboards with masking tape.
- Erects scaffolding or sets up ladders to perform tasks above ground level.
- Selects from pre-mixed paints.
- Mixes paints and blends colors.
- Paints surfaces trimming out edges and details.
- Door repair (door closures and hinges).
- Repairs and install ceiling tile.
- Repair, replace and service locks.
- Build and repair cabinets
- Window replacement.
- Patch and repair roof.

- Repair and replacement of carpet/floor tile.
- Install and repair whiteboards.
- Unload dry and frozen commodities.
- Performs work assigned by the Preventative Maintenance (PM scheduling system service hardware pertaining to closures, hinges, locks)
- Service bleachers.
- Repair playground equipment.
- Attends safety training monthly.
- Adhere to all proper procedures while repairing, operating or testing any piece of equipment with the school district.
- Performs all repairs in a professional and timely manner.
- Uses hand tools and appropriate test equipment correctly and safely.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_