

**Qualifications:**

- High School Diploma or equivalent
- Valid driver's license
- Two years experience in general maintenance preferred

**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:**

- Ability to comprehend procedures and assigned responsibilities
- Ability to lift, carry or move heavy objects

**Essential Job Functions:**

- Courier deliveries of mail and learning materials.
- Deliver custodial supplies to all school facilities.
- Complete documentation on all work orders, preventative maintenance and time sheets.
- Performs work assigned by work orders. This could include other general maintenance tasks. Usually a specialist in one skill and very capable in the others.
- Unload dry and frozen commodities.
- Uses hand and power tools and appropriate test equipment correctly and safely.
- Performs all repairs in a professional and timely manner.
- Performs work assigned by the Preventative Maintenance (PM scheduling system).
- Aware of material and repair parts available in stock. Informs Director of Maintenance of needs to complete assignment.
- Keeps tools clean and in good working order at all times.
- Attends monthly safety training.
- Adhere to all proper safety procedures while repairing, operating or testing any piece of equipment with the school district.
- Performs other duties and responsibilities as assigned by supervisor.

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