

WASHINGTON COUNTY BOARD OF EDUCATION JOB ANNOUNCEMENT

POSTING DATE: October 9, 2024

JOB: Maintenance Worker – Washington County Board of Education

CLOSING DATE: **Wednesday, October 16, 2024 4:00 P.M.**

The Washington County Board of Education will accept applications for the position of Maintenance Worker. The minimum salary will be \$33,434 based on a 240 (8-hour) day contract. A complete salary schedule can be obtained by visiting the Central Office in Chatom, Alabama.

Minimum qualifications are, but not limited to:

- Applicants for the position must have a high school diploma and post-secondary training in a trade is desirable.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to comply with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines.
- Ability to use blueprints/schematic diagrams.
- Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Desirable skill/experience in building systems (e.g., HVAC).
- Valid driver's license.
- Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Applications will be accepted in person, through the mail, or by email and should be submitted to the Superintendent's Office at the Washington County Board of Education, Chatom, Alabama. If an applicant applies through email, he or she will receive a confirmation email from the WCBE office. **If you do not receive a confirmation email, then the application was not received.**

All applicants selected for positions must have undergone an ABI/FBI criminal history background check (fingerprinting administered through sites selected and approved by the WCBOE and State of Alabama Education Department).

Please have the required Classified Application completed at the time it is submitted.

Incomplete and/or late applications will not be accepted.

Applications submitted to the schools will not be accepted.

The deadline to submit applications is Wednesday, October 16, 2024, at 4:00 P.M.

Emailed requests need to be sent to: lisa.connell@wcbek12.org AND alisha.singleton@wcbek12.org

NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator- Trina Moss 251-847-2401 ext. 123; Title VI Coordinator –Betty Brackin 251-847-2401 ext.107; Title IX Coordinator-Gerald Pace 251-246-2000.

WASHINGTON COUNTY SCHOOL SYSTEM

JOB TITLE: Maintenance Worker

RESPONSIBLE TO: Maintenance Supervisor and Superintendent of Education

JOB GOAL: Provides technical expertise and manual skill in the inspection, servicing, and repair of the building, grounds, equipment, and furnishings.

**ESSENTIAL
FUNCTIONS:**

- Performs maintenance duties.
- Installs equipment.
- Repairs structures, windows, doors, equipment, and furnishings.
- Takes the initiative to perform routine responsibilities independently.
- Keeps the superintendent informed about ongoing activities/emerging issues.
- Maintains open/effective communications.
- Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Helps superintendent develop short/long-range program recommendations.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions.
- Helps with the receipt of deliveries.
- Inspects packages, verifies quantities.
- Complies with safety and environmental regulations.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs repairs.
- Avoids disrupting building activities except during emergencies.
- Consults with superintendent to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.).
- Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues.
- Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed.
- Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Monitors building conditions.
- Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Anticipates and prepares for fire, health, and safety inspections.
- Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed.
- Ensures that assigned buildings and job sites are secured at the end of the day.
- Responds to emergencies as needed.
- Takes precautions to ensure safety.
- Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records.
- Submits required paperwork on time.
- Maintain the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance.
- Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.