

**SURRY COUNTY PUBLIC SCHOOLS
MAINTENANCE WORKER (SKILLED)
JOB DESCRIPTION**

Job Title: Maintenance Worker (skilled)
Salary Index: .59
Reports To: Maintenance Supervisor
FLSA Status: Non-exempt

SUMMARY

Maintains and repairs property of school division by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives written work orders or verbal instructions from Maintenance Supervisor.
- Cuts grass and trims weeds on school property.
- Paints interior and exterior walls and trim.
- Operates snow removal equipment, to maintain school grounds.
- Maintains and repairs school buildings' plumbing and electrical, systems, including replacing worn or defective parts such as switches and fuses.
- Repairs or replaces toilet fixtures, faucets, pipes, leaks, water coolers, etc.
- Repairs tables, chairs, doors, locks, glass, screens, and ceiling tile.
- Performs welding when necessary.
- Inspects and replaces air filters in air conditioning units.
- Repairs and maintains storage buildings.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to

write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Virginia driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee frequently is required to walk, climb, OT balance, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

