



General Maintenance Employee Job Description

Job Purpose

- To perform skilled and semi-skilled maintenance, repair, and renovation work in school district buildings and facilities, including electrical, plumbing, HVAC, carpentry, and general upkeep, in order to ensure safe, clean, and fully operational learning environments.

Knowledge, Skills, and Abilities

- Ability to follow oral and written instructions accurately.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, administrators, students, and community members.
- Working knowledge and skill in one or more trades, including electrical, plumbing, carpentry, painting, or masonry.
- Ability to troubleshoot and resolve mechanical and electrical issues.
- Ability to read and interpret blueprints, manuals, and basic technical diagrams.
- Proficiency in the safe use of hand tools, power tools, and trade-specific equipment.
- Ability to prepare oral and written reports regarding maintenance and repair needs.
- Basic mathematical skills, including the ability to add, subtract, multiply, and divide units of measure.
- Ability to maintain a clean and safe work environment and follow established safety procedures.
- Physical ability to walk, stand, bend, climb ladders, work in confined spaces, and lift up to approximately 50 pounds regularly and up to approximately 75 pounds occasionally.
- Ability to tolerate indoor and outdoor environmental conditions, including exposure to noise and hazards.

Minimum Qualifications

- Education equivalent to graduation from an accredited high school or possession of a General Education Diploma (GED) preferred.
- Valid driver's license with the ability to obtain a commercial driver's license if required by the district.
- Ability to meet criminal background check and fingerprinting requirements as required by Mississippi law for school employees.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Performs installation, repair, and maintenance of electrical wiring, fixtures, plumbing systems, HVAC equipment, and structural components in accordance with building codes and safety regulations.
- Inspects machinery and mechanical equipment to identify defects and necessary repairs.
- Repairs or replaces plumbing fixtures, clears clogged drains, and maintains related components.
- Repairs or replaces electrical wiring, lighting components, switches, and outlets.
- Performs carpentry work including construction and repair of partitions, framing, doors, cabinets, and other structures.
- Repairs drywall, plaster, brickwork, flooring, and ceiling systems as needed.
- Paints interior and exterior surfaces using appropriate materials and techniques.
- Operates welding and other specialized equipment as required for fabrication or repair.
- Maintains tools and equipment in proper working condition and ensures proper storage.
- Observes and promotes safe work practices, including the use of appropriate protective equipment.
- Takes necessary precautions to protect students, staff, equipment, materials, and facilities.
- Reports accidents, unsafe conditions, and potential hazards promptly to the Maintenance Director.
- Complies with all local, state, and district regulations governing maintenance operations.
- Attends required in-service training and professional development activities.

- Performs other job-related duties as assigned by the immediate supervisor or Superintendent.
- Travel to and from meetings or district sites may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports to: Maintenance Director & Asst. Maintenance Director

Supervises: N/A

Terms of Employment: 240 Days / At Will

FLSA: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date