



EMPLOYEE NAME: \_\_\_\_\_

Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 6/18;10/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Preventive Maintenance Mechanic	<b>JOB CODE:</b> 456H
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Employees
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank H (NW08)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Performs inspections, preventive maintenance and minor proactive repairs on designated equipment or mechanical systems.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: Minimum of 1 year in electro-mechanical, facility related maintenance trade.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; high level of electro-mechanical competence and proficiency in areas of commercial system preventive maintenance, installation, and repair; skilled in the use of test equipment used to troubleshoot systems; ability to safely operate tools and equipment; computer skills.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Maintains the proper parts inventory on the district vehicle to meet the majority of assigned maintenance work requests. Promptly returns any parts overages to inventory.
6.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
7.	Plans, stages, and completes the cleaning, inspection, maintenance, and installation of all types of equipment assigned to the trade.
8.	Initiates and completes assigned projects in a timely and accurate manner.
9.	Reads blueprints, schematics and building plans.
10.	Recommends types of equipment and supplies for purchase.
10.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_