

**Summers County Schools**  
**Job Description**  
**General Maintenance**

**Qualifications:**

- Must have passed competency tests pursuant to 18A-4-8e prior to being hired. Summers County Schools can provide competency tests.
- High School graduate or equivalent. Applicant must meet the qualifications outlined in the Summers County Job Description Handbook. Applicants will be considered in accordance with 18A-4-8b.
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

**Term:** minimum 200 days

The Summers County Board of Education can contract with an employee for a longer term of employment.

**Salary:** Paygrade C, state scale

**Responsible to:** Director of Facilities

**Position Responsibilities:**

- Maintain watch over property and grounds against trespassing, vandalism and fire hazards.
- Maintain a safe and orderly work site.
- Maintain safe and organized storage areas.
- Work with maintenance supervisor assigned to make repairs.
- Make minor repairs to facilities and equipment.
- Remove snow as assigned.
- Maintain grounds in clean, sanitary and orderly condition.
- Operate heating, lighting, ventilation and electrical controls as specified or required.
- Perform routine lubrication services and minor preventative maintenance services.
- Inspect building and report deficiencies.
- Keep track of supplies and make necessary orders for supplies.
- Maintain records as required by the County.
- Maintains positive work habits.
- Performs duties efficiently and productively.
- Perform routine manual tasks in any operation of the county school system such as care of grounds, landscaping, asphaltting, hauling, roofing, painting, or mowing.
- Maintains and/or upgrades skills.
- Perform other duties as assigned by immediate supervisor or the Superintendent.