

## **TRUSSVILLE CITY SCHOOLS JOB DESCRIPTION**

**POSITION TITLE:** Certified Technician Maintenance

**QUALIFICATIONS:** High School Diploma or GED

Five years experience in general building  
i.e. plumbing, electrical, carpentry, HVAC, painting, construction)  
Must have Journeyman or Master Certification in appropriate job  
field  
Valid driver's license  
Sound judgment in crisis situation  
Good public relations skills; self-motivated  
Such alternatives to the above qualifications including health  
requirements as the Board may find appropriate  
Must meet and maintain standards required by Trussville City  
Schools' vehicle insurance policy.

**REPORTS TO:** Director of Facilities or designee

**EVALUATION:** Trussville City Board of Education Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Demonstrate the knowledge and skills necessary for efficient operation of school facilities.
2. Assume responsibility for the maintenance program in assigned schools.
3. Communicate with immediate supervisor on a daily basis, regarding work schedule, safety issues, repairs, etc.
4. Work cooperatively with other employees in assigned area.
5. Answer after hours emergency calls as needed.
6. Read and apply data on all equipment, blue prints, and associated subject matter in the maintenance field.
7. Maintain all tools, vehicles, and equipment as necessary.
8. Assist other departmental personnel as necessary.
9. Complete all tasks in an effective and efficient manner.
10. Complete necessary reports, work orders, etc. as required.
11. Practice "safety first" in all aspects of job performance.
12. Maintain close communication regarding the status of projects with the Director of Facilities, local school principals, staff and co-workers on a daily basis.

13. Complete appropriate professional development activities as recommended by the Director of Facilities.
14. Maintain a positive, cooperative attitude in the work environment.
15. Assume responsibility for acting as a representative of the Trussville City School System in the solution of problems.
16. Assume responsibility to perform any work which is assigned by the Superintendent of Schools and/or representative, including the immediate supervisor.
17. Wears the appropriate uniform provided by the Trussville City Board of Education on a daily basis.

Board Approved: July 10, 2006  
Amended: December 4, 2006, June 11, 2012