

# Maury County Public Schools

## Columbia, TN



**Job Title:** General Maintenance/Building Operator  
**Job Type:** Classified  
**Work Calendar:** 12 months

### **Minimum Qualifications/Knowledge**

- High School Diploma or GED
- Demonstrates aptitude for the successful completion of tasks.
- Demonstrates knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.
- Must hold a valid TN Driver's License and can provide transportation between schools, as necessary.

### **Job Overview**

To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may always be made. He/she must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, and general maintenance. He/she also has a major responsibility for the upkeep of the school grounds.

### **Job Responsibilities**

- Participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
- Assists general maintenance in remodeling and renovation work.
- Maintains school grounds.
- Orders and receives supplies and equipment and maintains necessary inventories.
- Performs emergency repair services, as necessary.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Unlocks doors and deactivates alarm systems at the beginning of the day, raise/lower flags, change marquee signs.
- Support the Principal – daily communication to support school maintenance needs.
- Submit/monitor status/maintain records of maintenance work orders via work order management system, troubleshoot and respond to all support services problems – self perform or input work request via work order management system for skilled service.

- Perform minor maintenance and repairs to equipment and fixtures (including sinks, urinals, toilets, partitions) and interior finishes.
- Install equipment (like pencil sharpeners, dispensers, bulletin boards etc.)
- Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean.
- Shovels, plows, and maintains steps, walks, driveways, and parking areas as needed.
- Move, assemble furniture and or equipment.
- Change out ceiling tiles (up to 12 feet).
- Change out light bulbs including interior / exterior general, security and emergency fixtures (up to 12 feet)
- Direct set-up/break-down in support of school functions and special events.
- Be familiar with and monitor alarm systems and assist in responses to fire drills and or actual emergencies as needed.
- Other related duties as required or assigned.

### **Physical Demands**

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 40 lbs. Other physical demands that may be required are as follows:

- Lifting, carrying, pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Seeing

### **Vocational Preparation**

The required vocational preparation may come from any of the following:

- Vocational Education
- Apprentice training
- On-the-job training
- Essential experience

Only complete applications will be processed for interview considerations.