

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### MAINTENANCE ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with an aptitude toward mechanical work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand technical/professional manuals. Able to do semi-skilled work helping trades mechanics in a non-technical manner. Ability to handle assignments given both orally and in writing. Work is checked by the performance of the equipment serviced. Some knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade. Working knowledge of the occupational hazards and safety precautions of the trade.

**REPORTS TO:**

Maintenance Foreman  
Maintenance Technician as appropriate  
Trades Mechanic

**JOB GOAL**

To assist trades mechanic to maintain a safe economical vehicle fleet and to achieve journeyman status.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Assist tradesmen in their work and ability to perform more routine repairs.
- (2) Service and lubricate equipment.
- (3) Secure supplies, run errands, set up work area, load and unload parts.
- (4) Clean up work area.
- (5) Maintain shop area and grounds in a clean and orderly condition.
- (6) Fuel vehicles.
- (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Other duties assigned by the administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 8-11  
12 months

**Board Approved May 19, 1998  
Amendment Board Approved April 15, 2003**

**E9**

**MAINTENANCE ASSISTANT** (Continued)  
8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved May 19, 1998**  
**Amendment Board Approved April 15, 2003**