



# Pickens County Schools

## Job Descriptions

### MAINTENANCE FOREMAN & CARPENTRY

**Title/Position:** Maintenance Foreman & Carpentry

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 260 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade I (Starting pay \$21.00/hour)

**Reports to:** Chief of Operations

**Qualifications:**

1. High School diploma or GED required
2. A minimum of two years of successful work experience.
3. Must have valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES

- Organize maintenance department for maximum efficiency.
- Ability to assume responsibility and follow both oral and written instructions.
- Knowledge of necessary trades for building maintenance.
- Able to climb and work from ladders or scaffolding and carry heavy objects.
- Must be willing to work in undesirable locations.
- Ability to work well with others.
- Ability to read blueprints, estimate materials, supplies and costs.
- Willing to answer emergency calls at all hours, including off-hours.
- Perform various carpentry repairs.
- Repair door and window hardware as required.
- Requisition needed supplies and materials.
- Work with administrators to establish school maintenance needs.
- Establish and recommend priorities for repair projects.
- Review, develop and implement cost effective operational procedures.
- Research items to be purchased for maintenance supplies, parts, accessories, etc.
- Keep proper records of preventive maintenance, schedules, job completions, tool and equipment inventories.
- Operate Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
- Participate in training programs to increase skills and proficiency related to the assignment.

- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- All other duties deemed necessary.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*