

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTING for 2023-2024 School Year
Date posted: October 31, 2023

Title:
Maintenance Worker / Tradesman

Application Closing Date:
Until filled

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for these positions and applications should be updated.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Maintenance Worker / Tradesman

QUALIFICATIONS:

- Must pass appropriate background screening.
- Must have the physical ability to complete all skills related to job.
- Must possess a skill set that helps contribute to building level maintenance and repair.
- Must obtain a school bus driver certification within 2 years of employment and maintain certification thereafter.

REPORTS TO: Maintenance Supervisor and Administration

JOB GOAL: To provide outstanding maintenance and repair services in the care and operation of school system facilities, structures and equipment.

ESSENTIAL FUNCTIONS:

1. Work an 8 hours day for 240 days a year.
2. Lift 60-80 pounds repetitively.
3. Able to climb ladders, carrying tools and/or equipment.
4. Able to use manual and powered hand tools, push and riding movers, tractors and other necessary equipment to carry out assigned duties.
5. Drive school vehicles and be legally qualified for insurance coverage.
6. Work unobtrusively in student areas.
7. Attend any training as required or requested by Oneonta City Schools.
8. Maintain student and staff confidentiality regarding school/workplace matters in accordance with state and federal law.

PERFORMANCE RESPONSIBILITIES: Responsibilities can include but are not limited to the following areas related to grounds, buildings and transportation (vehicles):

1. Carry out all duties related to job as assigned by supervisor.
2. Assess and repair any issues and problems related to building.
3. Ability to operate and maintain needed tools and diagnostic equipment.
4. Equipment maintenance and inventory.
5. Monitor, inventory, and replace as needed light bulbs, air filters, etc.
6. Help with set up and clean-up of special events (athletic events, performances, etc.)
7. Daily monitoring and clean-up of outside grounds and exterior trash cans.
8. Grass cutting and care for shrubs.
9. Help with bus maintenance as needed.
10. Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
11. Ability and willingness to work after hours, weekends, or holidays when necessary.
12. Serve as a utility school bus driver as needed.
13. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board

TERMS OF EMPLOYMENT: 240 days.

SALARY: Salary listed on the OCS Salary Schedule.

EVALUATION: Oneonta Board of Education Personnel Evaluation Plan.