



EMPLOYEE NAME: _____

Revised: 12/88; 12/91; 8/92; 11/92; 5/93; 11/94; 2/97;
3/04; 5/04; 1/08; 3/10; 10/12; 6/18 ;10/23

JOB DESCRIPTION

POSITION TITLE: Custodial Equipment Mechanic	JOB CODE: 456G
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank G (NW07)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Maintains and repairs all types of custodial cleaning equipment used by the School District.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: 2 years of experience in custodial equipment repair and/or electro-mechanical experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer application skills, basic computer operation, knowledge, and use of CCSD intranet e-mail; ability to understand repair diagrams for custodial equipment.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Maintains and repairs all types of custodial cleaning equipment.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Maintains equipment loan log; schedules, delivers and/or picks up loaned equipment.
6.	Maintains spare parts inventory.
7.	Maintains repair records on all projects.
8.	Makes recommendations regarding equipment repair and replacement.
9.	Requisitions materials not in stock and returns unused material to stock room.
10.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
11.	Initiates and completes assigned projects in a timely and accurate manner.
12.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____