

Franklin County Community School Corporation

Job Title	Preventative Maintenance Assistant																				
Position Type	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">full time</td> <td style="width: 25%;">certified</td> <td style="width: 25%;">180 days</td> <td style="width: 25%;">220 days</td> </tr> <tr> <td>part time</td> <td>non-certified</td> <td>185 days</td> <td>230 days</td> </tr> <tr> <td></td> <td></td> <td>190 days</td> <td>12 months</td> </tr> <tr> <td></td> <td></td> <td>195 days</td> <td>as needed</td> </tr> <tr> <td></td> <td></td> <td>210 days</td> <td></td> </tr> </table>	full time	certified	180 days	220 days	part time	non-certified	185 days	230 days			190 days	12 months			195 days	as needed			210 days	
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		210 days																			

Job Purpose:

The purpose of the preventative maintenance assistant position is to enhance the efficiency and extend the longevity of equipment/systems owned and/or operated by the school corporation.

Duties:

1. The primary duty of this employee shall be preventative maintenance on all types of equipment/systems for the school corporation, including but not limited to: HVAC, electrical, plumbing, and controls.
2. Perform everyday maintenance on all types of equipment/systems.
3. Troubleshoot on all types of equipment/systems.
4. Shall perform in-house repairs on the roof, windows, doors, drywall, flooring, etc. as directed by the Director of Maintenance.
5. Shall receive on-the-job training of how to operate/manage various systems for the school corporation such as, but not limited to, HVAC.
6. Shall serve as a back-up in the absence of the Director of Maintenance.
7. Other duties as assigned by the Director of Maintenance.

Skills/Qualifications:

1. Shall understand the function of preventative maintenance as it applies to the efficiency and longevity of all types of equipment.
2. Shall possess a working knowledge of HVAC, electrical, plumbing, and control system maintenance.
3. Shall have a minimum of two (2) years of field experience or post high school training in one (1) or more of the above mentioned areas.
4. Shall be willing to work toward HVAC certification upon request.
5. Shall hold a valid driver's license.
6. Shall be willing to work flexible hours. Due to the nature of the job, some work must be done before or after school hours when students are not present.
7. Shall be available as needed during emergency situations.
8. Shall be available to work overtime as needed.
9. Shall be able to work both independently and cooperatively with other employees.

Evaluated by	Director of Maintenance
Probationary Period	6 months; The employee shall be evaluated monthly during the probationary period then annually. During the probationary period, evaluations shall be reviewed by the Superintendent.