

Tupelo Public School District

	FLSA STATUS: Exempt non-exempt
JOB TITLE:	Operations Assistant
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Diploma or general education degree (GED) 2. Working knowledge of skill trades and five years of related experience 3. Ability to apply basic concepts of basic algebra and geometry to work projects management 4. Pass a written and physical test 5. Valid driver's license with good driving record 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Director of Operations Executive Director of Operations & Maintenance
JOB GOAL:	To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. ~~Examine~~ Coordinate with principals on school building needs ~~s on a regular basis for needed repairs~~ and maintenance.
2. ~~Establishes and recommends~~ Assists with establishing and recommending priorities on repair projects.
3. ~~Estimates~~ Assist in estimating cost of repair projects in terms of labor, material, and overhead.
4. ~~Assigns and supervises crews of laborers for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like.~~
5. ~~Lays out and inspects work, and assists crewmembers.~~
6. Develops a system for dealing with emergency repair problems with efficiency.
7. Prepares reports on costs of work done, materials used, labor expended.
8. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
9. Assigns work orders: ~~—, checks drawings and plans.~~
10. Consults with building principals regarding the establishment of regular preventive maintenance programs.
11. Maintains such personnel and other records as required.
12. ~~Recruits, screens, and trains all maintenance workers necessary to the maintenance program,~~
13. ~~Advise on~~ Assist with the hiring of contractors to perform certain maintenance or repair services.
14. Solves practical problems and deals with a variety of concrete variables in situations where limited standardization exists.
15. Interprets a variety of instructions delivered in written, oral, diagram or schedule form.
16. Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee must squat, stoop, kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the

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The employee will lift and/or move up to 50 lbs. ~~The employee will sometimes push/pull items such as tables, scaffolds, and air compressors.~~ Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Additionally, an employee performing the duties of this job will regularly work indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The noise level in the work environment is usually moderate, but occasionally will work in a loud area.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved By:

Date:
