



EMPLOYEE NAME: _____

Revised: 12/88; 12/91; 8/92; 11/92; 5/93; 11/94; 2/97;
3/04; 5/04; 4/08; 3/10; 10/12

JOB DESCRIPTION

POSITION TITLE: Carpet Repairperson	FLSA: Non-Exempt
DIVISION: Operational Support	PAY GRADE: Rank G (W07)
DEPARTMENT: Maintenance Services	SALARY SCHEDULE: Classified Hourly
REPORTS TO: Supervisor, Maintenance Services	WORK DAYS: 260 Days
	JOB CODE: 0450
PRIMARY FUNCTION: Assists Maintenance Supervisor by performing installation and maintenance on all assigned CCSD flooring work repair and replacement requests, as well as providing leadership and training to assigned maintenance helper.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: 1 year experience in carpet repair/installation.
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 skills; proficient in all areas of carpentry including preventive and demand maintenance of commercial buildings and remodeling, the installation of designated school structures and equipment; ability to correctly and safely operate all tools, County vehicles and equipment; organizational and technical skills.

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.	Provides direction to assigned carpenter or maintenance helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
4.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
5.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
6.	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.
7.	Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
8.	Initiates and completes assigned projects in a timely and accurate manner.
9.	Reads blue prints and building plans.
10.	Recommends types of equipment and supplies for purchase.
11.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____