



Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D.
Superintendent
Secretary/Treasurer

Melvin Lodge
President

Glyna Kelley
Vice-President

December 9, 2008

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

JUNIOR MAINTENANCE MECHANIC

**IBERVILLE PARISH SCHOOL BOARD
MAINTENANCE DEPARTMENT**

Anyone interested in being considered for the above position should submit an application or resume' to:

Patrick Norris, Project Manager
Maintenance Department
Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS: SEE ATTACHMENT

DATE OF EMPLOYMENT: January 13, 2009

DEADLINE FOR ACCEPTING APPLICATIONS: December 30, 2008

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

JUNIOR MAINTENANCE MECHANIC

General Statement of Duties: Performs skilled labor of ordinary difficulty under the immediate direction and supervision of a Maintenance Mechanic; does related work as required.

Distinguishing Features of the Class: This is skilled crafts work in the area of electrical, mechanical, and air conditioning equipment. A Junior Maintenance Mechanic is expected to perform routine maintenance and repair from oral or written instructions provided by a Maintenance Mechanic. Work is performed according to prescribed standards and technical procedures and is checked by the Maintenance Mechanic to whom the incumbent is assigned.

Examples of Work: (Illustrative only)

As an electrician installs, maintains and repairs tubes, bulbs, switches, ballasts, breakers, conduit and electrical motors;

Advises the Maintenance Mechanic of the need for materials and supplies;

Keeps a record of work accomplished and cleans up after work is completed;

As a mechanical and air conditioning systems repairman, replaces and repairs defective components, pumps, fans or capacitors;

Replaces air conditioning filters on a scheduled basis;

Lubricates moving parts of mechanical equipment on a scheduled basis;

Performs other tasks as may be periodically required by the supervisor.

Required Knowledge, Skills and Abilities: General working knowledge of electrical, mechanical and air conditioning systems. Basic knowledge of standard practices, tools and terminology of these areas; skills in the use of the tools of the trade; dependability; good physical condition.

Acceptable Experience and Training: High school diploma necessary. Trade school training in the areas of electrical, mechanical, and/or air conditioning systems; or any equivalent training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Possession of a valid Class D motor vehicle operator's license issued by the Louisiana Department of Public Safety.

Pay Grade: (25,549 – 30,749)