



# Iberville Parish School Board

P.E. Cancienne  
*Superintendent  
Secretary/Treasurer*

Melvin Lodge  
*President*

HUMAN RESOURCES ...We put children first

October 31, 2008

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## **NOTICE OF VACANCY (AS OF ABOVE DATE)**

Applications are being accepted for the following position:

**MAINTENANCE PAINTER/CARPENTER**

**IBERVILLE PARISH SCHOOL BOARD  
(MAINTENANCE DEPT.)**

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

Joseph Distefano, Maintenance Supervisor  
Iberville Parish School Board  
58030 Plaquemine Street  
Plaquemine, LA 70764

**APPROVED BY: Dr. P. Edward Cancienne, Superintendent**

**QUALIFICATIONS: SEE ATTACHMENT**

**DATE OF EMPLOYMENT: December 9, 2008**

**DEADLINE FOR ACCEPTING APPLICATIONS: November 14, 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.

# **Maintenance Painter/Carpenter**

**GENERAL STATEMENT OF DUTIES:** Perform skilled painting and carpentry task involved in maintaining school structures, furniture, and equipment.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a skilled crafts position on a journeyman level in painting and carpentry. A maintenance technician is expected to perform maintenance and repair tasks from blueprints, sketches and oral or written instructions. Work is performed according to prescribed standards and technical procedures in a safe manner.

**EXPERIENCE:** 3-5 years as a painter/carpenter on a journeyman level

**SKILLS:** Good mathematical capabilities to ensure proper calculations of surface areas required coating volumes, material take offs, etc. Thorough knowledge of standard practices, tools, and terminology of painting and carpentry.

**OTHER REQUIREMENTS:** Must be capable of lifting in excess of 50 pounds on a continual basis. This position requires manual dexterity with close mental and visual attention and the ability to perform job functions in a standing position for a majority of the work day. This position is exposed to environmental extremes, chemicals, and fumes on a daily basis. This position also requires the ability to perform climbing activities.

## **DUTIES AND RESPONSIBILITIES:**

- Perform various painter and carpenter administrative accountabilities including but not limited to determining the requirements of the job (design, material, time), purchasing materials and setting up the jobsite to include interaction with principals, teachers, janitors and contractors.
- Prepare jobsite to include scaffolds, sand blaster and sprayer setup, and other preparation related activities.
- Prepare surfaces for paint application to include scraping, sanding, and sand blasting.
- Paint surfaces.
- Ensure that all health and safety codes are properly applied.
- Repair doors and hardware.
- Install floor coverings such as VCT.
- Repair siding, windows, and drywall.
- Clean the jobsite upon completion of the activity.
- Provides courteous and prompt service to all internal and external customers including students, parents, co-workers, etc. Prioritizes and addresses request and assignments in a professional manner to develop cooperative relationships and to ensure that students and employee records confidentiality is assured.
- Identifies opportunities and recommends methods to improve service, work processes and financial performance. Assist in the implementation of quality improvement initiatives. Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Orients new co-workers and actively supports teamwork throughout the school system.
- Performs other services and duties as assigned.

Note: this job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The IPSB reserves the right to change this description at its discretion.

Pay Grade: 24

Reports to: Maintenance Supervisor

Assignment Period: 12 month employee

Supervises: Helpers and Jr. Maintenance Mechanic's

This job was approved by the IPSB on Oct.13, 2008