

# Iberville Parish School Board

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

Melvin Lodge  
*President*

Glyna Kelley  
*Vice-President*

October 16, 2009

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

Applications are being accepted for the following positions:

**JUNIOR MAINTENANCE MECHANIC  
MAINTENANCE HELPER**

**IBERVILLE PARISH SCHOOL BOARD  
IBERVILLE PARISH SCHOOL BOARD  
MAINTENANCE DEPARTMENT**

Anyone interested in being considered for the above positions 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 Attachments

**DATE OF EMPLOYMENT:** November 10, 2009

**DEADLINE FOR ACCEPTING APPLICATIONS:** October 30, 2009

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:** Grade 18 (\$25,549 – \$30,749)

## **MAINTENANCE HELPER**

**GENERAL STATEMENT OF DUTIES:** This position involves assisting the carpenter, air condition mechanic, and/or plumber in the Maintenance Department in the performance of their duties.

**DISTINGUISHING FEATURES OF THE CLASS:** This position requires the performance of routine manual work in the areas of carpentry and plumbing under the direction of the person to whom he reports. The Maintenance Helper is expected to perform or assist in the performance of routine maintenance and repair work from oral or written instructions provided by the carpenter or plumber.

**EXAMPLES OF WORK:** (Illustrative only)

Brings tools to carpenter or plumber as needed.  
Cleans up job site at completion of work.  
Keeps trucks clear of trash and debris.  
Obtains materials and brings to job site  
Keeps warehouse clean and orderly.  
Cleans maintenance shop.  
Some carpentry, plumbing and AC  
Performs other tasks as may be periodically required by supervisor(s)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** General working knowledge of carpentry and plumbing skills and practices. Basic Knowledge of standard practices, tools and terminology used in the these areas; skill in the use of tools of the trades; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of standard high school course of study (or equivalent); any equivalent combination of experience or training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of valid motor vehicle operator's license issued by the State of Louisiana.

**PAY GRADE:** Grade 15 (\$22,559 – \$27,759)

**REPORTS TO:** Maintenance Plumber, HVAC Technician or Maintenance Carpenter, as determined by Maintenance Supervisor

**SUPERVISES:** None