

**Red River Parish School Board**

**Job Description**

**Title:** **Building & Grounds Specialist III**

**Qualifications:** High School Diploma/GED Equivalent  
Minor Carpentry Skill, Electrical Skills & Plumbing Skills  
General Maintenance Skills  
Leadership Skills  
Ability and skills for facilities upkeep  
Social skills to work around students and the public  
Must have at least five (5) years of related work experience

**Superordinate:** **Principal**

**Performance Responsibilities**

1. Be punctual and dependable
2. General electrical and maintenance
3. Light plumbing construction and maintenance
4. General construction, maintenance, and repairs
5. Ordering of parts, supplies and materials
6. Supervises and do maintenance and janitorial work on all school facilities
7. Work as schedule by the Principal and/or as emergencies arise
8. Inspects facilities for health and safety conditions
9. Works special events (ball games, open house, etc.) as assigned by Principal
10. Keeps the Principal informed on a regular basis of the condition of facility
11. Reports to the school office when entering and leaving campus with work order
12. Performs other duties as assigned by the proper authority.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

**Terms of Employment:**                      12 Months