

Posted: May 17, 2023

Classified Personnel:

System Operations Technician

Qualifications:

The job descriptions are attached herein.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education.

Application Procedure:

You must apply by completing an on-line application at the following link:

[https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500)

Once your application is submitted, send an email to the contact person at the address below to let him/her know of your interest. For more information, you may contact:

Chris Catrett  
Satsuma City Schools  
220 Baker Road  
Satsuma, AL 36572  
(251) 380-8188  
chris.catrett@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



**TRADITION. VISION. INNOVATION.**

Job Title – Systems Operations Technician (HR380)

**Supervisor:** Superintendent, Coordinator of Maintenance Operations

**FLSA Status:** Non-Exempt

**Job Goals:**

- To provide outstanding maintenance and repair services in the care and operation of school system facilities, structures, and equipment.
- To assist in maintaining school system facilities to provide supportive work and learning environments
- To assist in the area of transportation as directed.

**Minimum Qualifications:**

1. High school diploma or equivalent.
2. Three (3) years of general construction or maintenance experience.
3. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Competent written and verbal communication skills.
5. Ability to operate and maintain needed tools and diagnostic equipment.
6. Ability to implement preventive maintenance programs and to follow safety and recommended rules for efficient shop operations.
7. Physical strength and agility to lift and carry objects weighing up to 50 pounds.
8. Ability to exert up to 75 pounds of force.
9. Ability, agility, and stamina to engage in prolonged sitting or standing, stooping, kneeling, crawling, bending, turning, and reaching.
10. Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
11. Ability and willingness to work after hours, weekends, or holidays when necessary.
12. Ability to be punctual and in regular attendance.
13. Such alternative qualifications as listed as the Board may require. Knowledge and/or experience in the area of transportation.
14. Knowledge and/or experience in the area of transportation.
15. Must hold a valid Alabama driver's license.
16. Must have an Alabama Commercial Driver's License (CDL) and an Alabama school Bus Driver's License (BDL) or obtain both within six months of assignment.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Performs maintenance and repair of facility areas and furnishings, shop equipment, and workspaces with supervision from designated Supervisor(s).
3. Maintains shop areas in a clean, neat, and safe manner. Keeps service trucks washed as needed and serviced at intervals as needed as established by the transportation department.
4. Maintains an accurate inventory of supplies and equipment as assigned.
5. Properly uses and maintains responsibility for tools, equipment, and material resources of the school system.



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6. Requests supplies and equipment needed to carry out duties and assigned projects.
7. Receives, distributes, and delivers materials, supplies, tools, and equipment as needed.
8. Assists Operations Coordinator in projects, tasks, and duties as assigned in the areas of maintenance and transportation.
9. Responds promptly to call out in emergency situations.
10. Performs all maintenance services with priority on student and employee safety.
11. Engages in work related training to increase knowledge and skills as directed and/or for advancement.
12. Performs duties in a courteous, professional manner.
13. Maintains appropriate confidentiality regarding school/workplace matters.
14. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
15. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
16. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
17. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Provides for the care of school grounds (lawn care, trimming, and mowing).
21. Performs other job-related duties as assigned by Supervisor(s).

**Terms of Employment:**

As established by the Board and applicable state law.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.