



T U L S A

PUBLIC SCHOOLS

Job Title: Labor, Journey Person

Department: Maintenance
Reports To: Maintenance Manager
Grade: MT-07
Number of Days: 12 Months
Security Access: Maintenance
Current Date: June 1, 2012
Overtime Status: Non-Exempt

Job Objectives: To provide prompt quality service to every school every day. Provide a variety of tasks and assist all sites with hauling, loading and removing various unwanted items deemed no longer useful by the site to surplus as directed.

Minimum Qualifications:

- Must be a self-starter and highly motivated with positive attitude.
- Must be capable of relating to management staff and other employees and work without direct supervision.
- Must have and provide proof to employer, a copy of current and valid Oklahoma Driver License.
- Must be able to lift 50 pounds without assistance, and heavier items with assistance in a safe manner.
- Employee may be responsible for managing and organizing a work crew(s).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The primary responsibilities of the Labor Journey Person include management, scheduling and supervision of work crew(s).
- Employee is responsible for hauling various items as requested in a safe manner and capable of lifting a minimum of 50 pounds without assistance.
- Those items include, but not limited to, band instruments, furniture, books, and gym equipment.
- Must be willing to work overtime without advance notice.
- Must maintain a current and valid Oklahoma Driver License and provide copy to Employer.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to lift a minimum of 50 pounds without assistance and heavier items with assistance in a safe manner.

- Must be able to work as a team and be able to communicate with management.

Supervisory Responsibility:

- The primary responsibilities of the Labor Journey Person include management, scheduling and supervision of work crew(s).

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be able to work outside during inclement weather and under all types of weather conditions, extreme heat to extreme cold.
- Employee must dress and wear protective clothing for all types of environmental conditions.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.