Job Title: General Maintenance Worker Non-exempt

Reports to: Director of Maintenance/Principal

Dept./School: Support Services

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Assist with maintenance of grounds.

Qualifications:

Education/Certification:
Valid Texas driver's license

Special knowledge/Skills:
Ability to follow verbal and written instructions
Knowledge of basic construction and routine maintenance and repair procedures
Ability to communicate effectively (verbally)
Ability to operate hand and power tools
Ability to work independently

Experience:
One year experience in general building maintenance

Major Responsibilities and Duties:

Maintenance and Repair

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.

2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.

3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.

4. Complete repairs as requested on work orders or by maintenance foreman.

5. Assist with mowing and detailing of district grounds.

6. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

7. Move, install, assemble, and repair all school furniture and playground equipment as needed.

8. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.

9. Install door and window assemblies and hardware, including window glass and screens.

10. Install ceiling and flooring materials.

Driving

11. Operate light truck to transport furniture and equipment throughout district.

Safety

12. Operate equipment and use tools following established safety procedures.

13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

14. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.

15. Maintain tools and equipment and perform preventive maintenance as required.

Other

16. Assist in all areas of Auxiliary Services as needed (i.e., plumbing, electrical, carpentry, custodial, HVAC, grounds, painting, food service, transportation, distribution center, etc.)

Supervisory Responsibilities:

None

Equipment Used:

Power tools (drill, saw, etc.), hand tools, welder (gas and electric air), concrete mixer, mower, weed trimmer, blower, edger, and garden tools.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes, and odors. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____