

TITLE: Maintenance Worker

SUPERVISOR: Director of Campus Operations

SUMMARY: General and preventive maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the campus. Includes the repair and replacement of motors and equipment, and ensures the safe and efficient operations of motors, vehicles, and utilities.

DUTIES AND RESONSIBILITIES:

- Maintenance work to include repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
- Hangs pictures, mirrors, white boards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
- Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- Moves, installs, assembles, and repairs school furniture and playground equipment as needed.
- Install door and window assemblies and hardware, including window glass and screens.
- Install ceiling and flooring materials.
- Inspect building exterior and interior, playground equipment and grounds; perform maintenance and minor repairs.
- Knows campus locations and procedures for all plumbing, electricity, water and gas, and security cut-offs.
- Recognizes, reports and repairs equipment and areas that are broken, damaged and/or unsafe.
- Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- Repairs and replaces windows and doors.
- Repairs, replaces, and installs plumbing fixtures.
- Cleans air conditioning filters and vents regularly.
- Performs preventive maintenance on school vehicles, changes oil and checks air pressure in tires.
- Completes repairs as requested on work orders.

Safety

- Operates tools and equipment according to established safety procedures.
- Ensures equipment is in safe operating condition, recognizing, reporting and repairing equipment that is broken, damaged or unsafe.
- Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Corrects unsafe conditions in the work area and reports any conditions that are not correctable to the supervisor immediately.
- Helps prepare the campus for emergencies such as hurricanes.

Other

- Knowledgeable on proper use of power tools (drill, saw, etc.), hand tools, and high-pressure equipment.
- Works irregular hours and responds to after-hours emergency calls as needed.
- Conforms to all board policies and procedures, administrative directives, and departmental rules and regulations.
- Performs other duties as assigned.

REQUIRED 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
- Effective planning and organization skills

EDUCATION & EXPERIENCE:

- High School Diploma or GED
- Valid Texas Driver's license.
- Minimum one year experience in mechanical, electrical, plumbing and carpentry skills.
- One year experience in general building maintenance.

WORKING CONDITIONS:

- Full time - 40 hours per week
- Occasional evening and weekend time may be required for special events
- Continual walking, standing, climbing, stooping, bending, kneeling and reaching, working outside and inside, with exposure to slippery or uneven walking surfaces.
- Able to lift or pull.