



Job Title: General Maintenance Worker I

Exemption Status/Test: Non-Exempt

Reports to: Supervisor, Building Trades

Date Revised: March 31, 2016

Dept. /School: Maintenance

Primary Purpose:

Perform preventative maintenance repairs to the interior and exterior of school buildings and other district facilities. This position requires working four ten-hour days on the evening shift.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license with good driving record

Experience:

Minimum two (2) years' experience in general maintenance preferred

Special Knowledge/Skills:

General maintenance knowledge
General knowledge of crafts, such as: carpentry, flooring, ceramic tile, glass glazing, painting, drywall, minor plumbing, ceiling tiles, cabinet maker and constructions and minor electrical repairs (ballasts & lamps)
Ability to use a computer

Major Responsibilities and Duties:

1. Ability to complete assignments in a timely and acceptable manner.
2. Ability to maintain inventory of supplies and equipment.
3. Perform carpentry repairs to school buildings and other district facilities.
4. Perform repairs to floor coverings, ceramic tile and cove base.
5. Perform minor plumbing, HVAC, electrical, glass and ceiling tile/grid repairs.
6. Perform wall repairs, painting, texture, tape & bed and drywall installation.
7. Perform wall stud installations and ability to make cabinets if needed.
8. Ability to operate/drive a service vehicle following all state rules and regulations.
9. Ability to work well with others.
10. Ability to follow instructions.
11. Ability to use a computer to log work hours, and close work orders.
12. Ability to work safely with power tools, hand tools, lifts and equipment.
13. Ability and willingness to perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.