



Job Title: Facilities Maintenance Specialist - CCC

Exemption Status/Test: Auxiliary

Reports to: MEP Manager

Date Revised: June 2021

Dept. /School: Maintenance

Primary Purpose:

To maintain the physical appearance of the building and grounds in a condition of operating excellence so that full use of the facility may be made at all times.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas driver's license

HVAC license, preferred

Must be able to obtain licensing in any of the trades within a year after employment

Experience:

Minimum three (3) years of experience in HVAC, plumbing, and/or electrical field, required

Experience with sprinkler systems, carpentry, and general maintenance repair work, required

Computer experience, required

Special Knowledge/Skills:

Strong computer skills preferred to support the Energy Management System

Must have the ability to learn and navigate the Electronic Maintenance Management System

Computer proficiency in the Microsoft Office Suite

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to work with and learn from others.
3. Ability to work independently and complete tasks successfully,
4. Must be self-motivated with a strong work ethic.
5. Complete assignments in a timely and acceptable manner.
6. Have the ability to enter event schedules as needed in the Building Automated Systems (BAS), heating and cooling schedules.
7. Maintain an accurate inventory of supplies, tools and equipment.
8. Perform daily building inspections as outlined in the building continuity book.
9. Perform preventative maintenance repairs, and submit work orders into school dude as needed.
10. Maintain and file logs of equipment operation.
11. Monitor water treatment system and maintain log reports.
12. Schedule and replace air filters.
13. Perform minor carpentry repairs as needed.
14. Perform minor plumbing and electrical repairs and assist plumbers and electricians when needed.
15. Perform minor repairs to lockers, doors and related equipment.
16. Perform repairs to floor covering, tile and cove base.

17. Paint and repair wall surfaces and spot touch up areas throughout the building.
18. Assist HVAC technician in repairs when needed.
19. Monitor sprinkler systems and condition of grass/shrubs.
20. Monitor all contract service companies under contract with GISD maintenance.
21. Must be able to operate/drive boom lift, scissor lifts, forklifts, and GISD vehicle.
22. Must be able to work in high spaces, such as elevated catwalk systems.
23. Must be able to alternate schedule to accommodate special events and functions. Some weekend work may be required.
24. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; 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.