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
Clear and valid Texas driver’s license

**Experience:**
Three (3) years custodial experience
One year computer experience preferred (Vocational training will be considered)

**Special Knowledge/Skills:**
Demonstrated experience in Plumbing, Electrical, HVAC, Carpentry (license required)
Energy Management System (computer) skills preferred
Computer proficiency in Microsoft Office

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to work with and learn from others.
3. Complete assignments in a timely and acceptable manner.
4. Enter event schedules in the Energy Management System; heating and cooling schedules.
5. Maintain an inventory of supplies, tools, and equipment.
6. Perform daily inspections of building systems.
7. Perform preventive maintenance repairs.
8. Maintain and file logs of equipment operation.
9. Monitor water treatment system and maintain log reports.
10. Schedule and replace air filters.
11. Performs carpentry repairs.
12. Perform minor plumbing, electrical repairs and assists Plumbers and Electricians when needed.
13. Perform minor repairs to lockers, doors and related equipment.
14. Perform repairs to floor covering, tile and cove base.
15. Paint and repair wall surfaces.
16. Assist HVAC technician in repairs when needed.
17. Monitor sprinkler systems and condition of grass/shrubs.
18. Coordinate with contract service companies.
19. Must be able to operate/drive 85’ boom lift, scissor lifts, fork lifts and GISD vehicle.
20. Must be able to work in high spaces, such as elevated catwalk systems.
21. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**
None

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including 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.