AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**OPERATOR BUILDING I**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 4**	DUTY DAYS:	**260**	DATE REVISED:	**03/10/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to read and understand instructions for maintenance, safety, District Board policies and Austin ISD procedures is required. One (1) year of related experience in building maintenance is preferred. Incumbent must have a valid Texas Operators Driver's License, and it must be in possession at all times while operating Austin ISD vehicles. Education requirements are not specified. Incumbent may be required to work hours in addition to their normal 8-hour duty day. Incumbent may also be required to work on an "on call" basis. On call time will not require working on premises but simply being available on short notice if the need arises.

SKILL REQUIREMENTS:

This position requires knowledge in all aspects of building maintenance, and the ability to foresee danger signals in equipment. Incumbent must be able to follow oral and written instructions. Incumbent must be able to follow oral and written instructions as well as read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students. This position requires the ability to work independently requiring little or no instructions to satisfactorily perform duties.

JOB PURPOSE AND RESPONSIBILITY:

This position performs minor building maintenance in a specific building or set of buildings.

ESSENTIAL FUNCTIONS:

- Perform preventive maintenance program for comfort control to include:
  - Starts, stops, and checks heating and/or air conditioning equipment
  - Filter replacement and coil cleaning.

- Perform routine inspections of the filters, pumps, boiler, and other equipment directly related to comfort control.

- Install room numbers, name plates, etc.

- Perform routine maintenance of the building such as:
  - Gas installation, adjustment of door closes.
  - Tightening screws, bolts, lockers, changes faucet washers, unstopping commodes, sinks, and condenser pipes.
  - Replace lighting switch, electrical receptacles and other outlet cover plates.
  - Reset electrical panel breakers.
  - Ceiling tile and ballast replacement.
  - Assist maintenance personnel in the building.

- Load and unload delivery truck as needed. Unpack item and inspect shipments for damage and defects. Address discrepancies and damage and report as needed.

- Instruct assigned personnel on proper and safe use of equipment and storage of materials. Inspect warehouse facilities, and equipment for safety and efficiency.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- Initiate and maintain proper and necessary safety and fire prevention equipment within the building as prescribed by law and school policy.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and fumes, noise, vibration, and electrical hazards; work around gas lines; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Work will be performed under limited supervision. Incumbent will provide guidance and consultation to the Region Supervisor and the Director and Executive Director of Facilities Maintenance.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	