HUMAN RESOURCES

JOB DESCRIPTION

Job Title: General Maintenance Worker

Salary Block: Operations Support
Pay Grade 4

Reports To: Maintenance Foreman

Wage/Hour Status: Non-Exempt

Terms of Employment: 238 Days

Minimum Qualifications:

- High school diploma or GED
- Valid Texas driver's license
- Five (5) years minimum experience in maintenance repair

Special Knowledge/Skills:

- Skills and knowledge in various areas of construction/maintenance
- Knowledge of equipment, materials, methods, practices and tools used in maintenance
- Ability to follow written and verbal instructions
- Ability to read blueprints, schematics or other work plans
- Ability to measure and perform mathematical computations
- Ability to work independently
- Ability to work on ladders and scaffolding to include heights
- Ability to effectively communicate with district employees

Primary Purpose:

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures attractive and safe condition.

Performance Responsibilities and Duties:

Maintenance and Repair

1. Exhibit proper use and care of tools, supplies and District communication equipment.
2. Able to perform maintenance repair/new installation as required.
3. Select material and hardware and make time and materials estimates.
4. Repair walls, ceiling, roofs, floors, and doors as needed for campus upkeep.
5. Maintain inventory of district-owned tools, equipment, and materials.
6. Receive and complete work orders as needed.
7. Report unsafe or other conditions requiring maintenance and makes repairs or corrections.
8. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
9. Willing to work on any area of School District as assigned by supervisor.
10. Maintain accurate records on material and labor used.
11. Ability to communicate with supervisor and other employees.
12. Inspect jobs upon completion and ensure areas are clean.
13. Work with building principals and supervisors to complete projects.
14. Respond to emergency calls as needed.
15. Perform any other duties as assigned.

Safety

16. Operate tools and equipment according to established safety procedures.
17. Conduct proper preventive maintenance on all equipment within the district.
18. Ensure that equipment is in safe operating condition.
19. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

21. Maintains a professional level of confidentiality concerning personnel and students.
22. Upholds and adheres to safety rules and policies of the CISD safety program.
23. Support the goals and objectives of the school district and follows all district polices.
24. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
25. Performs any other duties as assigned by the appropriate supervisor.

Equipment Used:

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching and heavy lifting and carrying. Work in poorly lit, tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent district wide travel. Frequent prolonged and irregular hours.

Duties performed causes fatigue of eyes, fingers or other faculties due to long periods of standing, sitting, and/or repetitive motion. Duties require continuous effort in working with moderate to heavy (10 to 50lbs and on occasion, over 50lbs) materials producing moderate body fatigue.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

_____
Print Name

_____ _____
Employee's Signature Date