



# Crandall Independent School District

## Job Description

**Job Title:** General Maintenance Worker      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Executive Director of Maintenance and Facilities      **Date Revised:** February 14, 2022  
**Dept./School:** Maintenance Department

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### Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Assist with maintenance of grounds.

### Qualifications:

#### Education/Certification:

High school diploma or GED  
Clear and valid Texas driver's license

#### Special Knowledge/Skills:

Ability to follow verbal and written instructions  
Knowledge of basic construction and routine maintenance and repair procedures  
Ability to communicate effectively (verbally)  
Ability to operate hand and power tools  
Ability to work independently

#### Experience:

Two (2) years experience in general building maintenance

### Major Responsibilities and Duties:

#### Maintenance and Repair

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture and equipment.
4. Complete repairs as directed on work orders or by supervisor.
5. Assist with mowing and detailing of district grounds.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.

#### Safety

7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
8. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Maintain tools and equipment and perform preventative maintenance as required.

10. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
11. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
12. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

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

**Tools/Equipment Used:** Small hand tools, power tools, and measuring tools; light truck or van.

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

**Motion:** Frequent walking, climbing stairs/ladders/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 exposures to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibrations, and electrical hazards; work around machinery with moving parts, may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

**Mental Demands:** Maintain emotional control under stress.

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

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Print Name

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Signature

\_\_\_\_\_  
Date