

Maintenance - General Maintenance Helper

General Statement of Responsibilities:

To assist in maintaining the school physical plant in optimum operating condition.

Responsibilities:

- Assist in maintenance operations as assigned
- Be insurable with the DPISD vehicle insurance (required for employment) and have a clean driving record
- Capable of climbing stairs and ladders without difficulty
- Able to lift, push and pull 50 lbs.
- Move furniture, replace light bulbs and filters, use of power tools
- Perform bending, squatting, kneeling and reaching positions
- Proficiency in computer desktop applications
- Strong verbal and written communication skills as well as organizational skills
- Ability to prepare written reports and other correspondence relating to the job
- Perform other duties or responsibilities assigned by the lead person and/ or Director of Facilities Management

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Including but not limited to hand tools, small power tools, ladder
- **Mental Demands:** Concentration while performing duties; ability to maintain emotional control at all times
- **Physical Demands/Environment:** Strenuous walking, standing and/or climbing; heavy lifting from 20-80 lbs.; inside and outside exposure to extreme to extreme hot and cold temperatures; exposure to dust, toxic chemical, and materials; slippery and/or uneven walking surfaces; work on ladders

Qualifications:

- In/Out of District
- Demonstrated aptitude for successful performance of the responsibilities listed above
- Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment**

Other Information: General Maintenance Helper (welding, painting, roofing, grounds, plumbing & carpentry).

Apply To: Applicants are required to fill out an online application at www.dpsid.org and submit an updated resume and a copy of the high school diploma/GED to the Human Resources Department.

Start Date: Effective Immediately

Salary: Manual Trades Hiring Schedule Pay Grade 2

Days: 236

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

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date