



Job Title: General Maintenance Apprentice

Exemption Status/Test: Non-Exempt

Reports to: Physical Plant Manager

Pay Grade: AUX2

Dept./School: Physical Plant Services

Date Revised: 09/2023

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the district. Assist with maintenance of Grounds, HVAC, Plumbing, Building Trades. Qualifications:

Minimum Qualifications

Education/Certification:

- High School graduate or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency) preferred
- Valid Texas Driver's License with a good driving record and must meet and maintain liability coverage eligibility
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

Special Knowledge/Skills:

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

Experience:

- One (1) year experience in general maintenance preferred

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; filters 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 maintenance foreman.
5. Assist with mowing and detailing of district grounds.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.
7. Power washing.
8. Fencing repairs.

Safety:

1. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
2. Operate equipment and use tools according to established safety procedures.
3. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
4. Maintain tools and equipment and perform preventive maintenance as required.
5. Attendance at work is an essential job function.
6. Perform all other duties as assigned.

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 exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

Mental: Maintain emotional control under stress.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

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.

Employee Signature _____

Date _____

Print Name

Employee ID#
