

Job Title: Facilities Maintenance Technician

Wage/Hour Status: Nonexempt

Reports to: Facilities Services Supervisor

Pay Grade: 261

Department: Facilities & Operations

Date Revised: 3/27/2017

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and flooring/wall systems throughout district.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license

Special Knowledge/Skills:

Ability to follow verbal and written instructions
Knowledge of basic construction and routine preventive maintenance and repair procedures
Ability to read and interpret blueprints
Ability to communicate effectively verbally, written, and electronically
Ability to operate hand and power tools safely
Ability to work independently and manage time

Experience:

Six plus years' experience in commercial building general maintenance and repair

Major Responsibilities and Duties:

Maintenance and Repair

1. Repair and maintenance of district facilities, including repairing/replacing woodwork, furniture, painting, drywall, doors and hardware, framing; repair/replace electrical switches, fixtures, wiring, bulbs, ballasts and motors; repair or replace plumbing fixtures, faucets, and drainage systems;
2. Inspect building exterior & interior, playground equipment; perform preventive maintenance and minor repairs.
3. Detect & report needed major repairs on building structures & their systems, including furniture, and equipment.
4. Complete repairs as requested on work orders or by Facilities Maintenance Supervisor.
5. Detailing, cleaning, correcting deficiencies of district grounds, parking lots, and playgrounds. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.
7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel & soap dispensers, and other items
8. Repair door and window assemblies and hardware, including handles, stops, hinges, etc.
9. Repair or replace ceiling and flooring materials.
10. Deliver materials to campuses such as books, paper, and supplies

Driving

11. Operate light truck and/or trailer to transport furniture and equipment throughout district.

Safety

12. Operate equipment and use tools following established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
15. Maintain tools and equipment inventory and perform preventive maintenance as required.

Supervisory Responsibilities:

None

Equipment Used:

Power tools (drill, saw, etc.), hand tools, pressure washer, compressors, ladders, mechanical/electrical man lifts, scaffolding, concrete mixer, mower, weed trimmer, blower.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Work in and exposure to extreme temperatures, dust, fumes, and odors. Work exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.

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: _____ Date: _____

Supervisor: _____ Date: _____