
Job Description –Building Maintenance/Grounds

Primary Function: Under the direction of the Director of Maintenance & Operations, performs general and preventative maintenance and repairs of district equipment, structures, buildings, and grounds.

Responsibilities/Duties:

- Performs minor carpentry duties such as repairs of ceilings, bathroom partitions, shelves, braces, doors, and windows; installs pencil sharpeners, chalkboards, dry erase boards, cubbies, toilet paper holders, paper towel and soap dispensers, flag holders, etc.
- Performs minor plumbing duties such as the installation and repair of faucets, valves, drains, traps, safety valves, filters, and pipe fittings
- Performs preventative maintenance and document tasks and results as defined by the position task lists
- Performs minor flooring and wall repairs
- Performs minor electrical duties such as the replacement or repair of light bulbs and ballasts, exit lights, fuses, switches, hand and hair dryers, cords, and plugs
- Prepares and paints interior surfaces and cleans area and equipment
- Evaluates and prioritizes maintenance needs, building deficiencies and emergency needs and communicates these to the supervisor or work control scheduler
- Provides assistance to campuses/departments
- Communicates and collaborates with campus/department staff to enhance service delivery and customer satisfaction
- Inspects building exterior and interior, playground equipment and grounds; performs maintenance and minor repairs
- Detects and reports needed major repairs on building structures and their systems, including lockers, furniture and equipment
- Assists with mowing and detailing of district grounds
- Moves, install, assembles and repairs all school furniture and playground equipment as needed
- Complies with policies established by federal and state law, including but not limited to State Board of Education and local Board policy

Safety

- Follows established safety procedures and techniques to perform job duties, including lifting and climbing. Operates equipment and use tools according to established safety procedures
- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.
- Maintains and repairs inventory tools and equipment and performs preventive maintenance as required
- Follows district safety protocols and emergency procedures

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned
- Maintains confidentiality

Knowledge and Abilities:

Knowledge of:

- Methods, practices, and safety precautions of the skilled trades
- Basic carpentry, electrical systems, plumbing, and painting
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Use ladders, scaffolding, lifts, augers, power saws, power drills, hand tools, compressors, sprayers, welder, torches, heavy equipment and LTISD Maintenance & Operations vehicle
- Read and interpret blueprints and manuals
- Perform routine building and grounds maintenance work
- Use and care of tools and machinery
- Prioritize and organize work responsibilities and delegate appropriate departmental tasks effectively
- Work independently with little direction
- Maintain confidentiality of privileged and sensitive information
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent and three years of related experience. Must meet the District vehicle liability policy requirements and maintain a valid Texas driver's license.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Physical Demands/Environmental Factors: Strenuous walking, standing, and/or climbing; constant bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; occasionally work irregular hours and prolonged hours

Physical Conditions - involves both inside work in conditioned spaces and unconditioned outside work; exposure to hot and cold temperatures; work around machinery with moving parts; work around moving objects or vehicles; work on ladders and scaffolding; slippery or uneven walking surfaces; work around various paints, pressurized gases, chemicals (some of which may be toxic), and high voltage electrical equipment

Lifting/carrying - Heavy lifting (minimum of 60 pounds); frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 240 work days. See current paygrade on Maintenance Compensation Plan.

Revised: 6/29/23

The foregoing statements describe the general function 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

