

## **BUILDING MAINTENANCE TECHNICIAN**

**Rev. June 2022**

**Job No.:** Z402

**Reports to:** Supervisor, Maintenance

**Dept./Campus:** Plant Services

**FLSA Status:** Non-Exempt

**Pay Grade:** Z4

**Term:** 247 Days

### **PRIMARY PURPOSE:**

To perform maintenance and repair of school buildings and facilities to maintain a high standard of safety, effectiveness and presentation of facilities to students, parents, school staff and the general public.

### **MAJOR RESPONSIBILITIES AND DUTIES**

- Disassemble, repair and replace faucets, high pressure restroom valves, sink and commode hardware.
- Analyze drainage systems and problems and take steps to correct the problem.
- Work with PVC and copper plumbing lines.
- Practice safe procedures while working with electricity.
- Identify and trouble shoot minor electrical problems.
- Replace light bulbs, ballasts, time clocks, etc. as needed.
- Remove, repair or replace door hardware (hinges, locks, closures, mounting, etc.).
- Remove, repair or replace window hardware (hinges, locks, opening slides, springs, glass, etc.).
- Remove, repair, or replace blackboards, screens, desks, pencil sharpeners, clips, signs, etc.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Valid Texas Class "C" Operator's Driver's License. Driving record must meet district standard for driving district vehicles.

#### **Knowledge/Skills/Abilities:**

- Knowledge of the mechanics of plumbing, electrical, woodworking, and building maintenance procedures desired.
- Ability to read and understand written and verbal instructions; establish and maintain effective working relationships with students, staff, and the community; perform duties with awareness of all district requirements and Board of Education policies; and demonstrate the desire and ability to learn from hands-on experience.

#### **Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within building to perform maintenance work.
- Frequently ascends/descends a ladder.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently moves items weighing up to 90 pounds.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

## **BUILDING MAINTENANCE TECHNICIAN**

---

**Rev. June 2022**

- May be exposed to high or low outside temperatures.
- Frequently exposed to intermittent loud noises.
- Noise level in the work environment is usually moderate but will occasionally work in a loud area.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Regularly works indoors; will occasionally work outdoors.
- Will work near or with moving mechanical equipment.
- Occasionally work with grounds or maintenance chemicals.
- Maintain composure and professionalism at all times.