



# PECOS-BARSTOW-TOYAH ISD

---

**Job Title:** General Maintenance Worker  
**Reports to:** Director of Maintenance  
**Dept./School:** Maintenance Dept.

**Exemption Status/Test:** Nonexempt  
**Pay Grade:** Auxiliary/Maintenance  
**Date Revised:** 02.14.2021

---

## ***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.

## **Qualifications:**

### **Education/Certification:**

Clear and valid Texas driver's license

### **Special Knowledge/Skills:**

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

### **Experience:**

None

## **General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

## **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; 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.

### **Safety**

7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
8. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
9. Maintain tools and equipment and perform preventive maintenance as required.
10. Follow district safety protocols and emergency procedures.

### **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 district wide travel

#### **Mental Demands**

- Maintain emotional control under stress

---

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

