

Job Title: LEAD GENERAL MAINTENANCE WORKER
Reports to: Maintenance Coordinator
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: December 14, 2015

Primary Purpose

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures and furniture in attractive and safe condition. Perform general maintenance and repair of all doors and locks district wide. Under general supervision, apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect exterior surfaces, trimmings, and fixtures of buildings and structures throughout the district.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Valid Texas driver's license

Special Knowledge/Skills

Knowledge of equipment, materials, methods, practices, and tools used in carpentry and painting trade
Basic locksmith knowledge and routine maintenance and repair procedures
Knowledge of and ability to mix paint to match colors
Ability to use hand and power tools
Ability to properly apply paints
Ability to follow written and verbal instruction
Ability to read blueprints and diagrams
Ability to measure and perform mathematical computations
Ability to work independently

Experience

Five years experience as skilled carpenter, general locksmith duties, hardware associated with lock repair/maintenance and in the painting field.

MAJOR RESPONSIBILITIES AND DUTIES (Lead Carpenter)

Maintenance and Repair

1. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders.
2. Select material and hardware and make time and materials estimates.
3. Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
4. Construct and repair outdoor equipment including playground equipment, fences, gates, bleachers, etc.
5. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
6. Replace, repair, and finish furniture, cabinets, fixtures, woodwork, etc.

7. Assist with the installation and moving of portable buildings, including constructing steps, installing underpinning, etc.
8. Receive and complete work orders as required by Maintenance Department policies and procedures.
9. Maintain accurate records on material and labor used as required by Maintenance Department policies and procedures.
10. Maintain inventory of district-owned tools, equipment, and materials.
11. Inspect jobs upon completion and ensure areas are clean.
12. Work with building principals and supervisors to complete projects.
13. Respond to emergency calls as needed.

Driving

14. Operate light truck to transport furniture and equipment throughout district.

Safety

15. Instruct assigned personnel on proper and safe use of tools and equipment.
16. Operate tools, equipment, and machinery according to prescribed safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Ensure that vehicles, equipment, and tools are in safe operating condition.
19. Inspect and adjust tools and equipment for safety and efficiency.
20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

21. Follow School board and Maintenance Department policies and procedures.
22. Perform other duties assigned by supervisor.
23. Maintain confidentiality of information.

Supervisory Responsibilities

24. Oversee construction and repair projects when directed by maintenance coordinator.
25. Provide input on evaluation when requested by maintenance coordinator.

MAJOR RESPONSIBILITIES AND DUTIES (Lead Doors and Locks)

Maintenance and Repair

26. Repair and maintenance of district facilities, including repairing emergency exit doors and hardware, replacing door fixtures, motors, closers, repairing, and re-keying locks.
27. Keep detailed stock of key blanks and records of all keys needed within the district.
28. Detect and report needed major repairs to locks on lockers, furniture, restroom partitions, restroom partition doors, over head doors, and all related equipment.
29. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
30. Inspect jobs upon completion and ensure areas are clean.
31. Maintain inventory of district-owned tools, equipment, and materials.
32. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
33. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
34. Know and follow local fire code as it applies to doors and locks within the district.
35. Stock and order all materials needed for maintenance of doors and locks district wide.
36. Move, install, assemble, and repair all school furniture and playground equipment as needed.
37. Install door and window assemblies and hardware, including window glass and screens.
38. Install ceiling and flooring materials.
39. Work with building principals and supervisors to complete projects.
40. Respond to emergency calls as needed.

Driving

41. Operate light truck to transport furniture and equipment throughout district.

Safety

42. Instruct assigned personnel on proper and safe use of tools and equipment.
43. Operate tools, equipment, and machinery according to prescribed safety procedures.
44. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
45. Ensure that vehicles, equipment, and tools are in safe operating condition.
46. Inspect and adjust tools and equipment for safety and efficiency.
47. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

48. Follow and abide by School Board and Maintenance Department policies and procedures.
49. Perform other duties as assigned by supervisor.
50. Maintain confidentiality of information.

Supervisory Responsibilities

51. Supervise the repair and replacement of locks and keys throughout the district.

MAJOR RESPONSIBILITIES AND DUTIES (Lead Painter)

Maintenance and Repair

52. Smooth and prepare surfaces for painting, including sanding and removing old paint.
53. Fill nail holes, cracks, and joints with putty, plaster, or other filler.
54. Tape, float, and texture walls and ceilings.
55. Select premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colors.
56. Paint surfaces, using brushes, spray gun, or paint rollers, and apply paint with cloth, brush, sponge, or fingers to create special effects.
57. Stain, seal, and varnish wood surfaces.
58. Erect scaffolding or set up ladder to perform tasks above ground level.
59. Pick up and deliver painting supplies to campuses; maintain delivery records.
60. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
61. Prepare all painted signs required by the district.
62. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
63. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
64. Maintain inventory of tools and assist with inventory control of materials and equipment.
65. Inspect jobs upon completion and ensure areas are clean.
66. Work with building principals and supervisors to complete projects.

Driving

67. Operate light truck to transport furniture and equipment throughout district.

Safety

- 68. Operate tools and equipment according to established safety procedures.
- 69. Perform preventive maintenance on tools and equipment.
- 70. Ensure that vehicles, equipment, and tools are in safe operating condition.
- 71. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 72. Handle and dispose of paint, stain, varnish, and other chemicals according to established procedures.
- 73. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

- 74. Follow and abide by School Board and Maintenance Department policies and procedures.
- 75. Perform other duties as assigned by supervisor.
- 76. Maintain confidentiality of information.

Supervisory Responsibilities

- 77. Assist Maintenance Coordinator in the supervision of all GSMW (painters).

EQUIPMENT USED

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, light truck or van, automatic keying machine, brush, roller, striping machine, taping and masking equipment, spray equipment, sand and water blaster, dry wall tools and equipment, hand tools, ladder, scaffolding. Light truck or van.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand and power tools and work in tiring and uncomfortable positions. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to extreme temperatures, dust, fumes, odors, excessive noises, fumes, and toxic chemicals. Work around moving objects or vehicles. Frequent district wide travel.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____