

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

Primary Purpose

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems. Repair of all doors and locks, Mowers (push and riding), Tractors (gas and diesel), weed trimmers (electric and gas), any other grounds equipment used throughout district. Assist with maintenance of grounds. Maintain sprinklers and fencing in serviceable condition for the district.

QUALIFICATIONS

Education/Certification

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

Two years experience in general building maintenance

MAJOR RESPONSIBILITIES AND DUTIES

Carpentry

Maintenance and Repair

1. Completes 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 requested on work orders or by maintenance foreman.
5. Assist with mowing and detailing of district grounds.
6. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
7. Move, install, assemble, and repair all school furniture and playground equipment as needed.
8. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
9. Install door and window assemblies and hardware, including window glass and screens.

10. Install ceiling and flooring materials.
11. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
12. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
13. Maintain inventory of district-owned tools, equipment, and materials.
14. Inspect jobs upon completion and ensure areas are clean.
15. Work with building principals and supervisors to complete projects.
16. Respond to emergency calls as needed.

MAJOR RESPONSIBILITIES AND DUTIES

Welding

Maintenance and Repair

17. Completes repair and maintenance of district facilities, including repairing Metal roofing, walkway covers, handrails, sidewalk drains, material supports, septic covers, district vehicles, farm equipment, repairing, and replacing plumbing piping, drainage systems; metal door frames, playground equipment, and fencing.
18. Inspects building exterior and interior, playground equipment, all grounds, and performs maintenance and minor repairs.
19. Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
20. Completes repairs as requested on work orders or by maintenance foreman.
21. Assists with mowing and detailing of district grounds.
22. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
23. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
24. Installs door and window assemblies and hardware, including window glass and screens.
25. Installs ceiling and flooring materials.
26. Receives and completes work orders as required by Maintenance Department policies and procedures.
27. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
28. Maintain inventory of district-owned tools, equipment and materials.
29. Inspect jobs upon completion and ensures areas are clean.
30. Work with building principals and supervisors to complete projects.
31. Respond to emergency calls as needed.

MAJOR RESPONSIBILITIES AND DUTIES

Doors and Locks

Maintenance and Repair

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

MAJOR RESPONSIBILITIES AND DUTIES

Small Engine Mechanic

Maintenance and Repair

47. Perform general maintenance and repair of grounds equipment, including repairing weed-trimmers, mowers, tractors, tire repair, replacing electrical gauges, switches, wiring and associated parts.
48. Inspect grounds equipment for damage, corrosion and defective parts; perform maintenance and repairs.
49. Detect and complete needed repairs on all grounds equipment, including oil changes and hydraulic fluid changes when required.
50. Assist with mowing and detailing of district grounds when needed.
51. Assist with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc.
52. Move, install, assemble, and repair all grounds equipment as needed.

53. Deliver and pickup grounds equipment as required.
54. Maintain preventive maintenance schedules and procedures for all grounds equipment, including changing of oil and oil filters, cleaning of decks, engines, replacement of belts, pulleys and bearings.
55. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
56. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
57. Maintain inventory of district-owned tools, equipment, and materials.
58. Inspect jobs upon completion and ensure areas are clean.
59. Work with building principals and supervisors to complete projects.
60. Respond to emergency calls as needed.

MAJOR RESPONSIBILITIES AND DUTIES

Sprinkler and Fence

Grounds, Fencing and Sprinklers

Maintenance and Repair

61. Repair all district fencing and sprinklers.
62. Assist with the preparation of athletic fields for games, including repair of fence and sprinkler.
63. Install water sprinklers and hose bibs.
64. Measure and order appropriate materials for sprinkler and fencing repair.
65. Maintain inventory of district-owned tools, equipment, and materials.
66. Inspect jobs upon completion and ensure areas are clean.
67. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
68. Work with building principals and supervisors to complete projects.
69. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
70. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
71. Respond to emergency calls as needed.

MAJOR RESPONSIBILITIES AND DUTIES

Plumbing

Maintenance and Repair

72. Completes plumbing repair of district facilities, including drains, sinks, water lines, water fountains, replacing piping, drainage systems, sprinkler systems, pumps, lift stations, and kitchen equipment

73. Inspects building exterior, interior, and all grounds, and performs maintenance and minor repairs to all plumbing items.
74. Detects and reports needed major repairs on building structures and their systems.
75. Completes repairs as requested on work orders or by maintenance foreman.
76. Assists with mowing and detailing of district grounds as requested.
77. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
78. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
79. Installs boilers , hot water heaters, sinks, faucets, water lines, drains, and other plumbing fixtures.
80. Inspects gas lines for leaks.
81. Receives and completes work orders as required by Maintenance Department policies and procedures.
82. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

MAJOR RESPONSIBILITIES AND DUTIES

Painting

Maintenance and Repair

83. Paints all district facilities, including, buildings, sheds, playground equipment, covered walkways, interior and exterior walls, parking lines, fields, bleachers, and playcourts.
84. Inspects building exterior, interior, and grounds, reports areas that require painting to maintenance office.
85. Detects and reports needed major repairs on building structures and their systems.
86. Completes painting as requested on work orders or by maintenance foreman.
87. Assists with mowing and detailing of district grounds as requested.
88. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
89. Moves, installs, assembles, and repairs/paints all school furniture and playground equipment as needed.
90. Receives and completes work orders as required by Maintenance Department policies and procedures.
91. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

MAJOR RESPONSIBILITIES AND DUTIES

Electrical

Maintenance and Repair

92. Performs electrical repairs of district facilities, lighting, outlets, and equipment.
93. Inspects district electrical equipment for damage, corrosion and defective parts; performs maintenance and repairs.
94. Detects and completes needed repairs on score boards, signs, and intercom equipment, kitchen equipment, hot water heaters, sump pumps, and electrical motors, when required.
95. Assists with mowing and detailing of district grounds when needed.
96. Assists with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc, as needed
97. Moves, installs, assembles, and repairs all grounds, building, and campus equipment as needed.
98. Maintains preventive maintenance schedules and procedures for all electrical equipment,
99. Receives and completes work orders as required by Maintenance Department policies and procedures.
100. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
101. Maintains inventory of district-owned tools, equipment, and materials.
102. Inspects jobs upon completion and ensures areas are clean.
103. Works with building principals and supervisors to complete projects.
104. Responds to emergency calls as needed.

Driving

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

Safety

106. Instruct assigned personnel on proper and safe use of tools and equipment.
107. Operate tools, equipment, and machinery according to prescribed safety procedures.
108. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
109. Ensure that vehicles, equipment, and tools are in safe operating condition.
110. Inspect and adjust tools and equipment for safety and efficiency.

- 111. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

- 112. Follow and abide by School Board and Maintenance Department policies and procedures.
- 113. Perform other duties as assigned by supervisor.
- 114. Maintain confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Power tools (drill, saw, etc.), hand tools, automatic keying machine, welder (gas and electric air), electrical meter, concrete mixer, mower, weed trimmer, blower, edger, tractor , posthole auger, ditch-witch, come-along winch and garden tools. Light truck or van.

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. Exposure to extreme temperatures, loud noises, dust, fumes, and odors. 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____