

**Job Title:** General Maintenance Worker

**Exemption Status/Test:** Nonexempt

**Reports to:** Maintenance Supervisor

**Date Revised:** 2021

**Dept./School:** District Administration

**Pay Grade:** OT 4

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**Primary Purpose:**

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the district.

**Qualifications:**

**Education/Certification:**

None specified

Clear and valid Texas Driver's License

**Special Knowledge/Skills/Abilities:**

Knowledge of basic construction, routine maintenance, and repair procedures

Ability to operate hand and power tools

Ability to work independently

**Experience:**

Minimum one year experience in general building maintenance

**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 the Maintenance Supervisor.
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.

**Other**

10. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
11. Demonstrate superior customer service with district staff, students, and community stakeholders.
12. 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

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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 Name: \_\_\_\_\_

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