

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: General Maintenance Worker

Wage/Hour Status: Nonexempt

Reports to: Maintenance Manager

Auxiliary Pay Grade: 4 (260 Days)

Dept./School: Maintenance

Date Revised: 08/28/2020

Primary Purpose:

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

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:

One year experience in general building maintenance

Major Responsibilities and Duties:

Maintenance and Repair

1. Perform repair and maintenance of district facilities, including repairing woodwork; fixtures; 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 director or building principal.
5. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.
7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.

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8. Install door and window assemblies and hardware, including window glass and screens.
9. Install ceiling and flooring materials including replacing ceiling tiles.

Driving

10. Operate ATV, backhoe, front end loader, and light truck to transport furniture and equipment throughout district.

Safety

11. Operate equipment and use tools following established safety procedures.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
14. Maintain tools and equipment and perform preventive maintenance as required.
15. Follow district safety protocols and emergency procedures.

Other

16. Has regular in person attendance and complies with notification procedures for absences.
17. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Power tools (drill, saw, etc.), hand tools, welder (gas and electric air), concrete mixer, mower, weed trimmer, blower, edger, and garden tools.

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, 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.

Received by: _____

Date: _____