

**Donna ISD – Human Resources Office
Job Description**

Revised: 11/20/2019

Job Title: General Maintenance Worker I
Wage/Hour Status: Nonexempt
Department: Maintenance
Reports to: Maintenance Director
Approved by: Superintendent

SUMMARY

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

QUALIFICATIONS

EDUCATION:

High School Diploma or GED

EXPERIENCE

One year experience in general building maintenance

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas driver's license

OTHER SKILLS AND ABILITIES

- Knowledge of basic construction and routine maintenance and repair procedures.
- Working knowledge of and ability to operate power tools (drill, saw, etc.), hand tools, welder (gas and electric air), concrete mixer, mower, weed trimmer, blower, edger, and garden tools.
- Ability to work independently.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance and Repair

1. Assist skilled workers with repair and maintenance of district facilities, including, **but not limited to**, 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, but not limited to**, lockers, furniture, and equipment.
4. **Operate all tools including mechanical and electrical equipment entailed to complete work duties.**
5. Complete repairs as requested on work orders.
6. Assist with mowing and detailing of district grounds.
7. Assist with relocation of furnishings, **including, but not limited to**, desks, tables, chairs and file cabinets.
8. Move, install, assemble, and repair all school furniture and playground equipment as needed.
9. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as requested.
10. Install door and window assemblies and hardware, including window glass and screens.
11. Install ceiling and flooring materials.

Driving

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

Safety

13. Operate equipment and use tools following established safety procedures.
14. Follow established safety procedures and techniques **while** performing job duties.
15. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
16. Maintain tools and equipment and perform preventive maintenance as required.

Other

17. **Participate in staff development training programs to improve job performance.**
18. Participate in faculty meetings and special events as assigned.
19. Exercise professional judgment in absences; be punctual to work, meetings, and appointments.
20. Perform other duties as assigned by the immediate supervisor.

SUPERVISORY RESPONSIBILITIES

None

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

Occasional absences are understood but regular attendance is required.

While performing the duties of this job, frequent walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching is required. Specific vision abilities require close vision, distance vision, depth perception, and the ability to adjust focus.

The employee must maintain emotional control under stress.

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WORK ENVIRONMENT

While performing the duties of this job, the employee works outside and may be exposed to extreme temperatures, dust, fumes, and odors. The employee may be exposed to mechanical, electrical and chemical hazards and work around moving objects or vehicles. The noise level in the work environment is usually moderate and occasionally loud, depending upon the activity being conducted.

Employee Printed Name

Employee Signature

Date

Signature of Supervisor

<p>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.</p>
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Donna ISD considers applications for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.