

Job Title: Building Maintenance Technician I

Wage/Hour Status: Hourly

Reports to: Assigned Supervisor

Pay Grade: 401

Dept/School: Maintenance, Buildings and Grounds

Date Revised: May 22, 2019

Primary Purpose

Perform general maintenance and restoration of campus grounds and facilities as required to meet department responsibilities.

Qualifications

Education/Certification

High school diploma or GED
Valid Texas Driver's License

Special Knowledge/Skills

- Knowledge of routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently

Experience

None

Major Responsibilities and Duties

1. Assist skilled workers with repair and maintenance of district facilities including concrete, masonry, fencing, flooring, drywall, acoustical ceilings, glass and commercial carpentry, as directed by assigned supervisor.
2. Inspect building exterior and interior, playground equipment and grounds; performs maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems.
4. Complete repairs as requested.
5. Assist with mowing and detailing of district grounds.
6. Assist with relocation of furnishings such as desks, tables, chairs, file cabinets, etc.
7. Operate light truck to transport materials and equipment throughout district.
8. Operate equipment and uses tools following established safety procedures.
9. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
10. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
11. Maintain tools and equipment and perform preventive maintenance as required.

Supervisory Responsibilities

None

Equipment Used

Power tools (drill, saw, etc.), hand tools, wheelbarrow, hand truck, welder (gas and electric air), concrete mixer, weed trimmer, blower, edger, and garden tools. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work indoor and outdoor. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects and vehicles. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular work days

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

Employee: _____

Job Title: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.