

Job Title:	Building Maintenance Technician II	Wage/Hour Status	Non-Exempt
Reports to:	Regional Supervisor	Pay Grade:	404
Dept/School:	Maintenance, Buildings and Grounds	Date Revised:	October 16, 2024

Primary Purpose

Perform general maintenance and repair of building structures and systems as required to meet department responsibilities.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Texas Driver's License

Special Knowledge/Skills

- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to interpret simple layouts and calculate material requirements
- Ability to operate hand and power tools
- Ability to work independently
- Good communication and interpersonal skills

Experience

Three (3) years experience in general maintenance duties

Major Responsibilities and Duties

1. Maintain and repair District physical facilities and structures and complete programmed maintenance procedures.
2. Maintain all physical buildings and structures including concrete, masonry, fencing, flooring, drywall, acoustical ceilings, glass and commercial carpentry, as directed by Regional Supervisor.
3. Coordinate, organize and complete daily assignments, assuming responsibility for proper documentation regarding assigned tasks, work orders, and procurement of supplies.
4. Inspect building interior, exterior and report needed major repairs on building structures and their systems.
5. Operate light truck to transport materials and equipment throughout district.
6. Operate equipment and use tools following established safety procedures.
7. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
8. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
9. Maintain tools and equipment and perform preventive maintenance as required.
10. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Building Maintenance Technician I

Equipment Used

Standard carpentry and construction equipment include hand tools, power tools, measuring equipment, material handling equipment, and light truck or van.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Work indoors and outdoors. 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 workdays

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.