Cedar Hill Independent School District
Job Description

Job Title:	General Maintenance	**Wage/Hour Status:**	Nonexempt
Reports to:	Director, Facilities & Grounds	**Pay Grade:**	AUX3
Dept./School:	Maintenance	**Number of Days:**	260

Primary Purpose

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

Qualifications

Education/Certification
Valid Texas driver's license
High School Diploma or GED

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
Ability to read blueprints, schematic diagrams, interpret; instructions and prepare simple specifications.
Ability to perform basic computer, IPad and email systems.

Experience
Three-years of experience in general building maintenance preferred.

Major Responsibilities and Duties

Maintenance and Repair:

- Assist skilled workers with repair and maintenance of district facilities, including carpentry, painting, plumbing, and minor electrical repairs
- Inspect building interiors and exteriors, playground equipment, and grounds; perform preventive maintenance and minor repairs
- Detect and report needed major repairs on building structures and systems, including lockers, bleachers, furniture, and equipment
- Complete repairs as directed by work orders or supervisor
- Construct and repair building components, including partitions, walls, doors, windows, stairways, railings, fences, and gates
- Repair damaged wall surfaces; sand and refinish walls and doors
- Install and maintain door and window hardware, ceiling systems, and flooring materials
- Hang and install items such as bulletin boards, projection screens, and dispensers
- Move, install, assemble, and repair furniture and playground equipment
- Perform basic concrete work and assist with facility modifications
- Board up broken windows and respond to weather-related maintenance needs
- Assist with grounds maintenance, including mowing and general upkeep
- Perform other duties as assigned

Driving:

- Operate light truck or van to transport materials, equipment, and furniture throughout the district

Safety:

- Follow established safety procedures and techniques to perform job duties, including lifting and climbing
- Operate tools and equipment according to established safety procedures
- Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable
- Maintain tools and equipment and perform preventive maintenance as required
- Follow district safety protocols and emergency procedures

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:
Small hand tools, power tools, measuring tools, light truck or van; may use specialized equipment such as welders and concrete mixers

Posture:
Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:
Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, overhead reaching, and 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, fumes, noise, vibration, and hazardous materials; work around machinery with moving parts and electrical hazards; may work alone; may work irregular hours and occasional prolonged hours; frequent districtwide travel

Mental Demands:
Maintain emotional control under stress

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 signature _____ Date _____

Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.