Job Title: General Maintenance Worker I **Exemption Status: Nonexempt**

Reports to: Maintenance Supervisor Carpentry Remodeling **Date Revised:** October 2026

Dept. /School: Trades and Projects **Pay Grade:** MT05

Primary Purpose:
Perform preventative maintenance repairs to the interior and exterior of school buildings and other district facilities. This position requires working four ten-hour days on the evening shift.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas driver's license with a good driving record

Experience:

- Minimum of two (2) years of experience in general maintenance, preferred

Special Knowledge/Skills:

- Knowledge of general maintenance
- Knowledge of crafts, such as: carpentry, flooring, ceramic tile, glass glazing, painting, drywall, minor plumbing, ceiling tiles, cabinet making, construction, and minor electrical repairs (ballasts & lamps)
- Ability to use a computer
- Ability to work well with others
- Ability to follow instructions

Major Responsibilities and Duties:

1. Complete assignments in a timely and acceptable manner.
2. Maintain inventory of supplies and equipment.
3. Perform carpentry repairs to school buildings and other district facilities.
4. Perform repairs to floor coverings, ceramic tile, and cove base.
5. Perform minor maintenance in plumbing, HVAC, electrical, glass, and ceiling tile/grid systems.
6. Perform wall repairs, painting, texture, tape & bed, and drywall installation.
7. Perform wall stud installations and can make cabinets if needed.
8. Operate/drive a service vehicle, following all state rules and regulations.
9. Use a computer to log work hours and close work orders.
10. Work safely with power tools, hand tools, lifts, and equipment.
11. Perform all other duties as assigned.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors
Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; may use small hand tools and power tools; light truck or van
Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.
Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)
Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; 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. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____