

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	General Maintenance I	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Cluster Supervisor	PAY GRADE:	44B
DEPT./SCHOOL:	Maintenance/Facilities Services	DATE REVISED:	5/27/13

PRIMARY PURPOSE:

Supply the labor and expertise required to repair or construct projects assigned to Maintenance/Facilities.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent

Valid Texas driver's license

Driving record that is insurable by Plano ISD's insurance carrier

Special Knowledge/Skills:

Ability to communicate well and deal with all people in a courteous and positive manner

The practice of safe working habits for employees

Experience:

Five years of experience in carpentry and general maintenance field.

MAJOR RESPONSIBILITIES AND DUTIES:

Maybe used in various areas and multiple crafts.

Knowledge of basic principles of electricity, painting, carpentry, plumbing and HVAC.

Ability to be assigned to work in electrical, painting, carpentry, plumbing and HVAC.

May possess certifications in above craft fields.

Analyze and determine what is needed to make the repair or build utilizing prints, sketches, or verbal instructions.

Select material and hardware. May make time and material estimates.

Fabricate and erect such items as office partitions, hang doors, construct office/factory racks, shelves, cabinets, etc.

Replace and finish damaged woodwork, including replacement with plastic or similar materials.

Construct and install new windows and doors, replace glass in existing windows and doors.

Analyze each job assignment and consult with Supervisor to ensure that materials are available.

Maintain an inventory on material and labor used.

Work with Supervisor to ensure that all building needs are fulfilled.

Drive Plano ISD vehicle to inspect work sites, transport materials, and perform required labor.

Build all project in a craftsman like manner

Inspect all job assignments upon completion for perfection. Clean areas after project completion.

Work with Supervisor on work orders that may require any of the above crafts.

Develop and follow safety rules and procedures as well as assume the responsibility that others follow these rules.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

EQUIPMENT USED:

Uses shop power woodworking machines such as saws, planes, routers, radial arm saws, hand and portable power tools and measuring devices; operates Plano ISD’s vehicles.

WORKING CONDITIONS:

Physical Demands:

Frequent lifting and carrying, 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling; manual dexterity to complete projects in a craftsman fashion.

Environment:

Work outside under conditions of inclement weather; excessive heat and cold; excessive noise, intermittent; dust, work around machinery with moving parts; work on ladders or scaffolding. Must be able to tolerate solvents, paint, and paint thinner odors, glue, and glue odors

Mental Demands:

Reading; Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

ACKNOWLEDGEMENT:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05 -27-13 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____