



Longview Independent School District

JOB DESCRIPTION

GENERAL MAINTENANCE HELPER

JOB TITLE:	General Maintenance Helper	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	260 Days/3 Hours
DEPARTMENT:	Plant Services	PAY GRADE:	Manual Trades 4

PRIMARY PURPOSE:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district

QUALIFICATIONS:

Minimum Education/Certification:

Valid Texas driver's license

Minimum Experience:

One year experience in general building maintenance, preferred

Special Knowledge and 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 power tools
- Ability to work independently

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist skilled workers with repair and maintenance of district facilities
2. Inspect building exterior, playground equipment, and grounds; perform maintenance and minor repairs
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Complete repairs as requested on work orders
5. Assist with location of furnishings, such as desk, tables, chairs, file cabinets, etc.
6. Move, install, assemble, and repair all school furniture and equipment as needed
7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required
8. Install door and window assemblies and hardware, including window glass and screens
9. Install ceiling and floor materials
10. Perform any other maintenance duties as assigned by director
11. Operate light truck to transport furniture and equipment throughout district
12. Operate equipment and use tools following established safety procedures
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately
15. Maintain tools and equipment and perform preventive maintenance as required
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Power tools (drill, saw, etc.), hand tools, welder, (cutting torch), concrete mixer, etc.

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching; work outside and inside; exposure to extreme temperatures, dust, fumes, and odors; exposure to mechanical, electrical, and chemical hazards; work around moving objects or vehicles; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013