

# BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

## JOB DESCRIPTION

### GENERAL MAINTENANCE WORKER

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

**Reports to:** Director of Maintenance

**Wage/Hour Status:** Non-Exempt

**Location:** District-Wide

### QUALIFICATIONS

Clear and valid Texas Driver's License

#### 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

#### Experience:

Experience in general building maintenance

### MAJOR SCOPES OF RESPONSIBILITY:

#### Maintenance + Repair

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
2. Inspect building exterior and interior, 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.
4. Complete repairs as directed on work orders or by maintenance foreman.
5. Assist with mowing and detailing of district grounds.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.

#### Safety

7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
8. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
9. Maintain tools and equipment and perform preventive maintenance as required.

### MENTAL + PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

**Tools/Equipment Used:** Small hand tools, power tools, and measuring tools; light truck or van

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

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent 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, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent district wide travel

**Mental Demands:** Maintain emotional control under stress

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## SUPERVISORY RESPONSIBILITIES:

None.

## NUMBER OF DAYS WORKED + COMPENSATION SCALE:

260 Days Hourly Pay-Grade: TBD Salary Range: \$17.00/Hour-\$22.00/Hour

## DATE TO ASSUME DUTIES:

May 01, 2024

## APPLICATION PROCESS & TIMELINE:

Apply by completing the application at [www.bellvilleisd.org](http://www.bellvilleisd.org)

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