



NEW: 07/01/2020
Submitted: 03/19/2020

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| JOB TITLE: | GENERAL MAINTENANCE |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB/ GRADE SEE BELOW |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8384 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Repairs windows, doors and hardwood floors; floor and ceiling tile, framing; builds concrete forms; installs chalk and bulletin boards; assumes responsibility for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary
- Repairs floor and ceiling tile, doors and door hardware, window sashes and sills, etc.
- Installs instructional boards, bulletin boards and white boards in classrooms and offices
- Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding and spot painting
- Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools
- Troubleshoots repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
- Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work
- Makes withdrawals for all material used from stock
- Assumes responsibility for own safety and the safety of others regarding the assigned job
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Five (5) years of experience in field
- Ability to set up and operate all carpenter shop equipment
- Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
- Experience in reading and following blueprints, drawings, schematics and diagrams

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| Valid driver's license |
| Effective communication skills |
| DESIRABLE QUALIFICATIONS |
| Completed apprenticeship program |
| Experience in a diverse workplace |
| MINIMUM QUALIFICATIONS- GENERAL MAINTENANCE TECHNICIAN II, IB/GRADE 7 JOB CLASS 8686 |
| High School Diploma or G.E.D. |
| Three (3) years of experience in relevant construction/maintenance field |
| Physically able to climb and work in high places on all types of scaffolds, ladders and lifts |
| Valid driver's license |
| Effective communication skills |
| DESIRABLE QUALIFICATIONS |
| Ability to read and follow blueprints, drawings, schematics and diagrams |
| Experience in a diverse workplace |
| MINIMUM QUALIFICATIONS- GENERAL MAINTENANCE TECHNICIAN I, IB/GRADE 5 JOB CLASS 8693 |
| High School Diploma or G.E.D. |
| Physically able to climb and work in high places on all types of scaffolds, ladders and lifts |
| Valid driver's license |
| Effective communication skills |
| DESIRABLE QUALIFICATIONS |
| Ability to read and follow blueprints, drawings, schematics and diagrams |
| Experience in this field |
| Experience in a diverse workplace |