**Building Maintenance-Delivery/Events/Equipment**

Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reports To:** Building Maintenance Manager (Primary) **Classification:** Auxiliary

 Director of Maintenance & Construction (Secondary)

**Dept/Campus:** Assigned Campus **Payscale:** A-4

**Wage/Hr Status:** Nonexempt

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Assist in the daily activities of the Maintenance Department to ensure safe and efficient storage, retrieval and use of district items, supplies and equipment. Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**QUALIFICATIONS:**

**Education/Certification:**

Preferred High School Diploma or GED

Valid Texas commercial driver’s license

**Special Knowledge/Skills:**

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Knowledge of minor repair techniques and building/ grounds maintenance

Ability to operate cleaning equipment

Ability to properly handle cleaning supplies

**Experience:**

None

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Obtain, transport and set-up items needed (tables, chairs, decorations, student desks etc) for district and event use within provided timelines.
2. Ensure that items delivered for district and event use are collected and removed from the event area within provided timelines.
3. Maintain an inventory of tables, chairs and transport equipment (dollies, straps, etc). Report any missing, broken or unusable items to supervisor.
4. Ability to operate, properly handle, and train others to operate and properly handle equipment used in Building Maintenance operations.
5. Substitute in vacant Building Maintenance Positions as assigned.
6. Comply with local laws and procedures for storage and disposal of trash and materials.
7. Maintain an inventory of supplies and equipment and inform supervisor of supply needs.
8. Make minor building and equipment repairs as assigned and report major repair needs to supervisor.
9. Move furniture and equipment within the district facilities as directed by principal or supervisor.
10. Responsible for opening and closing school facilities as applicable to assignments
11. Establish procedure for locking, checking, and safeguarding facilities as applicable to assignments.
12. Maintain a program of preventive maintenance and inspect machines/equipment for safety and efficiency.
13. Operate tools and equipment according to established safety procedures.
14. Follow established safety procedures and techniques to perform job duties.
15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**EQUIPMENT USED:**

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, low and high speed floor equipment (electronic and battery powered), burnisher, auto scrubber, sweeper, carpet extractor, gas/electric powered blower, lawn mower (if applicable), edger (if applicable), and weed eater (if applicable)

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors:**

Must be able to position and frequently move about within the work area; ability to retrieve, transport, position/reposition objects, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending stooping and kneeling are necessary; ability to position self and perform work in various areas of the facility including elevated surfaces; ability to reposition and transport 50lbs.

Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven surfaces; work on ladders. Occasional irregular or prolonged hours.

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.

Employee Date

Supervisor Date