**MAINTENANCE GENERAL LABOR**

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

**Reports To:** Director of Maintenance & Construction **Classification:** Auxiliary

**Dept/Campus:** Maintenance **Paygrade:** A-2

**Wage/Hr Status:** Nonexempt **Revised:** December 2014

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 following routine maintenance and repair procedures for assigned areas to maintain a high standard of safety and efficiency of all buildings and equipment.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Driver’s License

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions

Ability to operate tools and equipment common to assigned area

**Experience:**

No experience necessary

**MAJOR RESPONSIBILITIES AND DUTIES:**

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| 1. Assists on any maintenance, repair projects as assigned.
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| 1. Displays pleasing attitude in dealing with students, teachers, parents; and works in harmony with associates.
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| 1. Responds to suggestions for improvement in a positive manner.
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| 1. Displays self-control.
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| 1. Exercises good judgment in being absent from work.
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| 1. Complies with school district’s policies and regulations.
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| 1. Demonstrates desire to improve or develop skills.
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| 1. Keeps appropriate supervisor/administrator informed of activities or problems.
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| 1. Uses care in the use of all school equipment and property.
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| 1. Work irregular hours as needed.
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| 1. Operate tools, equipment, and machinery in a safe manner.
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| 1. Help keep shop, equipment, and tools in safe operating condition.
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| 1. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
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**SUPERVISORY RESPONSIBILITIES:**

None

**EQIUIPMENT USED:**

Tools and equipment common the assigned trade.

**WORKING CONDITIONS:**

 **Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; frequently lifts, carries or otherwise positions/repositions heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven surfaces

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