



Longview Independent School District

JOB DESCRIPTION

GENERAL MAINTENANCE TECHNICIAN

JOB TITLE:	General Maintenance Technician	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	260 Days
DEPARTMENT:	Maintenance	PAY GRADE:	Manual Trades 5

PRIMARY PURPOSE:

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district; maintain district structures and furniture in attractive and safe condition; apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect exterior surfaces, trimmings, and fixtures of buildings and structures throughout the district; perform general maintenance and repair of building structures and their mechanical, electrical and sanitary systems throughout the district

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Valid Texas driver's license
Certificate to handle asbestos floor tile, preferred

Special Knowledge and Skills:

- Knowledge of equipment, materials, methods, practices, and tools used in carpentry
- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently
- Skills in concrete and masonry work
- Form setting and finish work
- Skills in wood surface preparations, staining, and/or sealing
- Cabinet-making level skills in joinery, laminates, and historic restoration
- Knowledge of equipment, materials, method, practices, and tools used in painting trade



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Experience:

Two years experience in painting, carpentry, and maintenance

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair

1. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders
2. Select material and hardware and make time and materials estimates
3. Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
4. Construct and repair outdoor equipment including playground equipment, fences, gates, bleachers, etc.
5. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures
6. Replace, repair, and finish furniture, cabinets, fixtures, woodwork, etc.
7. Assist with the installation and moving of portable buildings, including constructing steps, installing underpinning, etc.
8. Receive and complete work orders
9. Maintain accurate records on material and labor used
10. Maintain inventory of district-owned tools, equipment, and materials
11. Inspect jobs upon completion and ensure areas are clean and remove scraps and lumber as needed
12. Work with building principals and supervisors to complete projects
13. Respond to emergency calls as needed
14. Smooth and prepare surfaces for painting, including sanding and removing old paint



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Maintenance and Repair (continued)

15. Fill nail holes, cracks, and joints with putty, plaster, or other filler
16. Tape, float, and texture walls and ceilings
17. Select premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colors
18. Paint surfaces, using brushes, spray gun, or paint rollers, and apply paint with cloth, brush, sponge, or fingers to create special effects
19. Stain, seal, and varnish wood surfaces
20. Erect scaffolding or set up ladder to perform tasks above ground level
21. Pick up and deliver painting supplies to campuses; maintain delivery records
22. Prepare all painted signs required by the district
23. Assist skilled workers with repair and maintenance of district facilities
24. Inspect building exterior, playground equipment and grounds; perform maintenance and minor repairs
25. Detect and report needed major repairs on building structures and their systems, including lockers, furniture and equipment
26. Assist with location of furnishings, such as desk, tables, chairs, file cabinets, etc.
27. Move, install, assemble, and repair all school furniture and equipment as needed
28. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required
29. Install ceiling and floor materials
30. Perform any other maintenance duties as assigned by director
31. Operate light truck to transport furniture and equipment throughout district



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Safety

32. Perform preventive maintenance on tools and equipment
33. Operate tools and equipment according to established safety procedures
34. Ensure that equipment is in safe operating condition
35. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
36. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
37. Handle and dispose of paint, stain, varnish, and other chemicals according to established procedures

Other

38. Comply with district policies, as well as state and federal laws and regulations
39. Adhere to the district's safety policies and procedures
40. Maintain confidentiality in the conduct of district business
41. 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)
42. Regular and prompt attendance
43. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van; brush, roller, striping machine, taping and masking equipment, spray equipment, sand and water blaster, dry wall tools and equipment, hand tools, ladder, scaffolding, 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:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; district and state travel may or may not be required; prolonged use of computer terminal possible; 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; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

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: Sept. 2018