General Maintenance Tech

Rev July 2025

Reports to: Supervisor-Maintenance Operations

Dept./Campus: Maintenance

Status: Non-Exempt

Paygrade: 505

Term: 239 Days

PRIMARY PURPOSE:

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

MAJOR RESPONSIBILITIES AND DUTIES

- **Maintenance and Repair**
  - 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.
  - Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
  - Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
  - Complete repairs as directed on work orders or by maintenance supervisor.
  - Assist with mowing and detailing of district grounds as needed.
  - Assist with relocation of furnishings; desks, tables, chairs, file cabinets, etc.
  - Move, install, assemble, and repair all district/school furniture and playground equipment as needed.
  - Install ceiling and flooring materials.
- **Driving**
  - Operate light truck to transport furniture and equipment throughout the district.
- **Safety**
  - Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
  - Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
  - Maintain tools and equipment and perform preventative maintenance as required.
  - Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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Education/Certification/Experience:

- Clear and valid Texas driver's license. Three years of experience in general building maintenance

Knowledge/Skills/Abilities:

- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to communicate effectively (verbally)
- Ability to operate hand and power tools
- Ability to work independently

Mental/Physical/Environmental Demands:

- Equipment; small hand tools, power tools, and measuring tools; light truck or van
- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- 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; may work irregular hours; occasional prolonged hours; frequent districtwide travel
- Maintain emotional control under stress

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