



Flour Bluff Independent School District Job Description

JOB TITLE: General Maintenance

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Maintenance Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certification:

- Must have a Valid Texas driver's license.

Special Knowledge/Skills:

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

Experience:

- One year experience in general building maintenance or HVAC maintenance preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair:

1. 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.
2. Inspect building exterior and interior, perform maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
4. Complete repairs as requested on work orders or by maintenance foreman.
5. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.
7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
8. Install ceiling and flooring materials.
9. Perform preventive schedule on all HVAC equipment in the district.
10. Keep records on preventive maintenance schedules.
11. Work with Administrators, Supervisors, and other support personnel.
12. Replace window units (as assigned)

Driving:

1. Operate light truck to transport furniture and equipment throughout the district.

Safety:

1. Operate equipment and use tools following established safety procedures.
2. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
3. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
4. Maintain tools and equipment and perform preventive maintenance as required.

Other:

1. Maintain good working communications with co-workers and other staff members.
2. Maintain good attitude in difficult situations.
3. Help maintain cohesiveness among employees.
4. Perform duties in a timely and organized manner.
5. Project a professional image through demeanor and dress.
6. Comply with Maintenance/Transportation Department policies and procedures.
7. Comply with policies and procedures as outlined in employee handbook and addendum.

8. Maintain regular and reliable attendance.
9. Adhere to proper channels when communicating ideas, problems, etc.
10. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Small hand tools, power tools, and measuring tools; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

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; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.