

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>Job Title:</b>	General Maintenance III	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Cluster Supervisor	<b>Pay Range:</b>	47B
<b>Dept./School:</b>	Maintenance/Facilities Services	<b>Date Revised:</b>	07/31/19

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**Primary Purpose:**

Supply the labor and expertise required to repair or construct projects assigned to Maintenance/Facilities Services.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent (required)
- Valid Texas driver's license
- Driving record that is insurable by Plano ISD's insurance carrier
- Certifications in HVAC, plumbing, carpentry, electrical or painting (preferred)

**Special Knowledge/Skills:**

- Knowledge of basic principles of electricity, painting, carpentry, plumbing and HVAC
- Ability to communicate well and deal with all people in a courteous and positive manner
- Excellent organizational and leadership skills

**Experience:**

- Six years of experience in carpentry and general maintenance field

**Major Responsibilities and Duties:**

- Work in electrical, painting, carpentry, plumbing and HVAC, and other various working areas and crafts
- Perform preventative maintenance functions, and have an understanding of blueprints and electrical wiring
- Understand basic uses of plumbing equipment and maintain the plumbing on appliances
- Analyze and determine the material needed to make the repair or build utilizing prints, sketches or verbal instructions; estimate cost and time based on material selected, and maintain an inventory on material and labor used
- Fabricate and erect items, such as office partitions, hang doors, construct office/factory racks, shelves and cabinets, etc.
- Replace and finish damaged woodwork, including replacement with plastic or similar materials

**Job Title:** General Maintenance III

Construct and install new windows and doors and replace glass in existing windows and doors

Work with supervisor/managers to ensure that all building needs are fulfilled, and ensure proper and safe operation and appearance of buildings

Drive district vehicle to inspect work sites, transport materials and perform required labor

Inspect and clean all job assignments upon completion

Develop and follow safety rules and procedures, and train others to abide by these guidelines

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Shop power woodworking machines including, but not limited to, saws, planes, routers, radial arm saws, hand and portable power tools and measuring devices; operate Plano ISD’s vehicles as necessary

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent lifting and carrying anywhere from 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling; manual dexterity to complete projects in a craftsman fashion; work outside under conditions of inclement weather; excessive heat and cold; excessive noise, dust; work around machinery with moving parts; work on ladders or scaffolding; must be able to tolerate solvents, paint, and paint thinner odors, glue, and glue odors

**Acknowledgment:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 07-31-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_