

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

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|----------------------|---------------------------------|--------------------------|-----------|
| <b>Job Title:</b>    | General Maintenance I           | <b>Wage/Hour Status:</b> | Nonexempt |
| <b>Report To:</b>    | Cluster Manager/Supervisor      | <b>Pay Range:</b>        | 44B       |
| <b>Dept./School:</b> | Maintenance/Facilities Services | <b>Date Revised:</b>     | 05/13/19  |

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**Primary Purpose:**

Perform all duties assigned to ensure proper building appearance by helping other technicians as needed.

**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

**Special Knowledge/Skills:**

- Excellent interpersonal skills

**Experience:**

- Two years of experience in carpentry and general maintenance field

**Major Responsibilities and Duties:**

- Provide assistance in various areas and multiple crafts
- Basic knowledge of electricity, painting, carpentry, plumbing and HVAC
- Maintain an inventory on material and labor used
- Work with technicians to ensure that all building needs are met
- Drive Plano ISD vehicle to work sites, transport materials, and perform required labor
- Assist on all projects in craftsman like manner
- Follow safety rules and procedures
- 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

**JOB TITLE:** General Maintenance I

**Equipment Used:**

Hand and portable power tools and measuring devices

**Working Conditions:**

**Mental Demands:**

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

**Physical Demands/Environmental Factors**

Frequent lifting and carrying, 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, kneeling; may work outside under conditions of inclement weather excessive heat, cold, noise, intermittent; 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

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**Acknowledgement:**

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:** 05-13-19

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** \_\_\_\_\_