

## PLANO INDEPENDENT SCHOOL DISTRICT

### Job Description

<b>Job Title:</b>	General Maintenance II	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Cluster / Night Supervisor	<b>Pay Range:</b>	45B
<b>Dept./School:</b>	Facility Services	<b>Date Revised:</b>	5/15/2023

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#### Primary Purpose:

Supply the labor and expertise required to repair or construct projects assigned to Facility Services, using knowledge of the basic principles of electricity, painting, carpentry, plumbing and HVAC.

#### 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 electricity, painting, carpentry, plumbing, HVAC (preferred)

##### Special Knowledge/Skills:

Knowledge of electricity, painting, carpentry, plumbing and HVAC

Ability to communicate effectively with all people in a courteous and positive manner

Ability to demonstrate leadership qualities and be a positive role model for the department

Ability to read and understand English

Ability to practice safe working habits

##### Experience:

Four years of experience in carpentry and general maintenance

#### Major Responsibilities and Duties:

Work in various areas and multiple crafts

Perform preventive maintenance functions

Maintain an inventory on material and labor used

Work with technicians to ensure that all building needs are fulfilled

Drive Plano ISD vehicle to inspect work sites, transport materials, and perform required labor on all projects

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Develop and follow safety rules and procedures as well as assume the responsibility that others follow these rules

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:**

Uses hand tools and portable power tools, radial arm saws and measuring devices; operates Plano ISD's vehicles

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); ability to 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, 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:** 5/15/2023

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:** \_\_\_\_\_