International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Facilities General Laborer
Exemption Status/Test: Non-Exempt
Reports to: Ex. Director of Facilities and Maintenance
Date Revised: 12/2025
Dept./School: Operations
Days: 219

PRIMARY PURPOSE:

Serve as a multi-faceted team member. Assist campus Facilities Tech with basic maintenance, repairs, assist with groundskeeping and custodial tasks. Help set up and take down events. Lift furniture, boxes of supplies and other materials when needed. Perform courier duties and all other duties as assigned.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

Valid Unrestricted TX Driver's License
High School Diploma

SPECIAL KNOWLEDGE/SKILLS:

Ability to understand and follow verbal and written instructions.
Be flexible and adapt to day-to-day situations and changes in schedule.
Ability to use maps and global positioning systems (GPS) to locate addresses and determine efficient routes for delivery.
Effective organizational, communication, and interpersonal skills.

EXPERIENCE:

1 year of similar experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

GENERALIST

1. Handle day-to-day assignments given by supervisor.
2. Assist campus Facilities Tech as directed.
3. Perform courier duties as needed.
4. Upkeep of grounds, picking up trash.
5. All other duties as assigned.

SAFETY

1. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.

2. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

SUPERVISORY RESPONSIBILITIES:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; global positioning system (GPS); small hand tools; light truck or van; may use fork-lift and hydraulic lifting equipment

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

Motion: Repetitive hand motions; light keyboarding and use of mouse; frequent walking, climbing ladders; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

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, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____