KILGORE Independent School District

Job Description

Employee Name: «Employee_Names» **Funding Source: «Fund»**

Job Title:	**Maintenance Helper**	Wage/Hour Status:	Non-Exempt
Supervisor:	Maintenance Director/ Foreman	Pay Grade:	AUX Pay Plan
Campus:	All	Revised:	August 2024

Primary Purpose:
Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Assist with maintenance of grounds.

Qualifications:

Education/Certification
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
Ability to operate hand and power tools
Ability to work independently

Experience
One year experience in general building maintenance

Major Responsibilities and Duties:

Maintenance and Repair

- 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; and replacing broken glass.
- Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
- Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- Complete repairs as requested on work orders or by maintenance foreman.
- Assist with mowing and detailing of district grounds.
- Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- Move, install, assemble, and repair all school furniture and playground equipment as needed.
- Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
- Install door and window assemblies and hardware, including window glass and screens.

- Install ceiling and flooring materials.
- Operate light truck to transport furniture and equipment throughout district.

Safety

- Operate equipment and use tools following established safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.

Other

- Maintain tools and equipment and perform preventive maintenance as required.
- Comply with district policies, as well as state and federal laws and regulations.
- Adhere to the district's safety policies and procedures.
- Maintain confidentiality in the conduct of district business.
- Must be able to perform the essential functions of interacting with students and/or district employees in the specific work site assigned.
- Demonstrate regular and prompt attendance.
- Other duties as assigned.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Power tools (drill, saw, etc.), hand tools, welder (gas and electric air), concrete mixer, mower, weed trimmer, blower, edger, and garden 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) 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, 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

(Employees with disabilities are protected by the Americans with Disabilities Act.)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee _____ Date _____

Supervisor _____ Date _____