Little Cypress-Mauriceville CISD			
Job Title:	Environmental Technician	**Wage/Hour Status:**	Nonexempt
Reports to:	Head Environmental Technician	**Pay Grade:**	Auxiliary Group 1
Dept./School:	Maintenance	**Date Revised:**	12/1/2002

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:
Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:
None

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.

2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

3. Comply with local laws and procedures for storage and disposal of trash.

4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

5. Assist with lunchroom set up, including arranging tables and chairs.

6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.

7. Make minor building repairs as needed and report major repair needs to campus operator.

8. Move furniture or equipment within building as directed by principal.

9. Assist in setting up facilities for special events.

Safety

10. Assist with opening and closing building each school day.

11. Follow established procedures for locking, checking, and safeguarding facilities.

12. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.

13. Inspect machines and equipment for safety and efficiency.

14. Operate tools and equipment according to established safety procedures.

15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

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

Other

17. Be available for overtime as necessary.

18. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, steam machine, and automatic scrubber.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.