Little Cypress-Mauriceville CISD			
Job Title:	Campus Operator	**Wage/Hour Status:**	Nonexempt
Reports to:	Maintenance Supervisor	**Pay Grade:**	Auxiliary Group 4
Dept./School:	Maintenance	**Date Revised:**	12/1/2002

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 (verbally)
Ability to operate hand and power tools
Ability to work independently

Experience:
Two years experience in general building maintenance

Major Responsibilities and Duties:

Maintenance and Repair

1. Repair and maintain district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.

2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.

3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.

4. Complete repairs as requested on work orders or by maintenance foreman.

5. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

6. Move, install, assemble, and repair all school furniture and playground equipment as needed.

7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.

8. Install door and window assemblies and hardware, including window glass and screens.

9. Install ceiling and flooring materials.

10. Assist skilled crafts and groundskeepers as needed.

Driving

11. Operate light truck to transport furniture and equipment throughout district.

Safety

12. Operate equipment and use tools following established safety procedures.

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

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

15. Maintain tools and equipment and perform preventive maintenance as required.

Other

16. Be available to work overtime as needed.

17. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes, and odors. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.