

Job Title: Craftsman General
Reports to: Director of Maintenance and Operations
Dept./School: Maintenance and Operations
Wage/Hour Status: Nonexempt
Pay Grade: Auxiliary Comp Plan / Level 8 (240 days)
Date Revised: November 2019

Primary Purpose:

Repair and maintain building systems, and equipment. Provide skilled manual work including, but not limited to, such building trade tasks as carpentry, paint, electrical, plumbing, HVAC, refrigeration, etc. Individual duties may be concentrated to the area assigned.

Qualifications:

Education/Experience

- High school diploma or GED
- Eight (8) years of related facilities maintenance experience preferred
- Working knowledge of power tools, hand tools, shop equipment, and building materials

Or

- Have a combination of education, experience, and training that would produce the required knowledge and abilities.

Major Responsibilities and Duties:

Tasks may include but are not limited to:

1. Replacing light fixtures, ballasts, bulbs, and switches.
2. Minor repair of plumbing fixtures.
3. Carpentry work, such as repairs to sheetrock, dresser drawers, and closets; painting, general maintenance and repair of plant and portable equipment and minor HVAC and refrigeration maintenance.
4. Keep records of maintenance performed and supplies used.
5. Report any major breakdowns or other problems.
6. Perform other duties as assigned.

Other Specifications:

7. Must have a valid Texas motor vehicle operator's license.
8. Must have a driving record acceptable to the district's insurance carrier.
9. Accuracy and alertness to all duties required to avoid injury and mistakes.
10. Must have good oral and written communication skills.

Supervisory Responsibilities:

None

Supervision Given and Received:

Report directly to the Director, Coordinator and Lead Craftsman.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard carpentry equipment including small hand tools, power tools, measuring instruments, electrical measuring and testing equipment; 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

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.

Received by: _____

Date: _____