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**Position:** Maintenance

**Assignment:** Maintenance Cabinet Maker

**Wage/Hour Status:** Non-Exempt

**Reports to:** General Maintenance Lead

**Pay Grade:** AX570/260 days

**Dept./School:** Facility Services

**Date Revised:** Spring 2024

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**Primary Purpose:**

Under general supervision, provide a safe and secure learning environment through proper care of existing facilities, including repairs and preventive maintenance activity.

**Qualifications:**

**Minimum Education/Certification:**

- High School Diploma/GED
- Valid Texas Driver License
- Driving record that meets the requirements of the district's insurance carrier.

**Special Knowledge/Skills/Experience:**

- Knowledge in building components
- Knowledge in general maintenance practices
- Knowledge in standard building codes and ADA requirements
- Strong organizational and communication skills
- Possess a positive attitude.
- Matches materials for color, grain, or texture
- Knowledge of building materials.
- Able to custom build pieces in an efficient manner.
- Proper measuring of the interior space is imperative.
- Three years' experience in maintaining commercial or public facility

**Major Responsibilities and Duties:**

- Set up and operate a variety of woodworking machines and use various hand tools to fabricate and repair cabinets.
- Match materials for color, grain, or texture.
- Perform general maintenance repairs of all building components and systems as assigned/needed.
- Responsible for major or minor repairs
- Responsible for communication with campus staff as to project or repair status.
- Perform other duties as assigned
- Able to lift 50lbs.

**Mental Demands/Physical Demands/Environmental Factors:**

- Maintenance equipment, shop equipment, cabinet making and repair industry tools, hand tools, power tools, heavy equipment including forklift, lifts, district truck or van

- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions
- Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- Heavy lifting and carrying (50 pounds and over) on a daily basis
- Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and fumes, noise, vibration, and electrical hazards; work around gas lines; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel
- Maintain emotional control under stress

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name