

Carthage Independent School District

VACANCY ANNOUNCEMENT

General Maintenance Worker

PRIMARY PURPOSE:

- Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the district
- Assist with maintenance of grounds
- Assist trades as assigned

QUALIFICATIONS:

- High school diploma or GED
- Valid Texas driver's license
- Pass background and finger print tests
- 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
- Ability to operate equipment such as backhoe, "brush hog", power washer, etc.

MAJOR RESPONSIBILITIES AND DUTIES:

- Assist skilled workers with repair and maintenance of District facilities, including but not limited to repairing woodwork; replacing electrical switches, fixtures, lights, ballast, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; replace broken glass
- Inspect and perform basic repair on building exteriors/interiors, playground equipment, furniture, and grounds
- Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment
- Complete basic repairs per work orders &/or the Maintenance Director
- Assist with mowing and detailing of District grounds
- Assist with the relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- Assemble and install all school furniture and playground equipment
- Hang pictures, mirrors, blackboards/whiteboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required
- Install door/window assemblies and hardware
- Install window glass and screens
- Install ceiling and flooring materials
- Follow all established safety procedures and techniques to perform all duties (operating equipment, driving vehicles, lifting, climbing, etc.)
- Correct unsafe conditions in the work/campus areas and report any conditions that are not correctable to the Director of Maintenance immediately.

Maintain tools and equipment and perform preventive maintenance as required
And other duties as assigned.

EQUIPMENT USED:

Power tools (drills, saws, etc.), hand tools, welder (gas and electric air), concrete mixer, mower (push &/or riding), weed trimmer, blower, edger and garden tools
District vehicle (pickup, delivery vehicle, tractor, etc.)

WORKING CONDITIONS (Mental Demands/Physical Demands/Environmental Factors):

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work inside and outside; exposure to extreme temperatures, dust, fumes, and odors; exposure to mechanical, electrical, and chemical hazards. Work around moving objects, vehicles, and equipment. Work from heights (roofs, ladders, lifts, etc.)

TERMS OF EMPLOYMENT: 261 Days

SALARY RANGE: Based on CISD Pay Grade Scale

BEGINNING DATE: Immediately

REPORTS TO: Director of Maintenance

LOCATION: CISD Maintenance Service

APPLICATION DEADLINE: Until Filled

APPLICATION PROCESS: *In District Applicants* – submit a letter of interest, up- dated resume, and copies of all applicable licenses and certifications
Out of District Applicants – submit a letter of interest, a resume, a CISD Maintenance Application, copies of all licenses and certifications, three (3) letters of recommendation from past employers or supervisors.

CONTACT: Steve Zurline
Assistant Superintendent of Operations
Carthage Independent School District
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(903) 693-3806

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.

An Equal Opportunity Employer

Carthage Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability or against any legally protected group.