



Job Title: General Maintenance Worker III -
Custodial Equipment Repair

Exemption Status/Test: Non-Exempt

Reports to: Building Services Manager

Date Revised: January 2022

Dept. /School: Maintenance

Primary Purpose:

Maintain all custodial equipment in top working order to ensure the staff has all the tools needed to keep the facilities looking great and provide a safe and comfortable atmosphere for the students and staff of our schools.

Qualifications:

Education/Certification:

High School Diploma or GED

Valid Texas driver's license with a good driving record

Experience:

Minimum of five (5) years' custodial equipment repair

Special Knowledge/Skills:

Demonstrated ability to read and interpret documentation such as safety procedures, operating maintenance instructions, and procedure manuals

Demonstrated ability to operate cleaning equipment and lift heavy equipment

Able to repair all custodial equipment

Ability to use a computer, which includes Microsoft and School Dude

Ability to operate/drive a service vehicle following all state rules and regulations

Ability to work well with others

Ability to follow instructions

Ability to use a computer to log work hours, and close work orders

Ability to work safely with power tools, hand tools, lifts, and equipment

Ability to complete assignments in a timely and acceptable manner

Ability to maintain inventory of supplies and equipment

Ability and willingness to perform all other duties as assigned.

Major Responsibilities and Duties

1. Able to repair equipment.
2. Should be able to review equipment schematics to determine what parts need to be replaced.
3. Performs PM's on all custodial equipment.
4. Can fill in if needed as a regular custodian.
5. Controls inventory of any extra equipment and parts.

Safety

6. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on the proper and safe use of equipment and chemicals.

7. Ensure that established safety procedures are followed, including lifting and climbing.
8. Ensure that tools and equipment are operated and chemical handled according to established safety procedures.
9. Correct unsafe conditions in the work area and promptly report any not immediately correctable conditions to the supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

11. Evaluate and recommend custodial supplies and equipment to be used.
12. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment, ensure that maintenance is completed and equipment is in safe operating condition, and recommend replacement of existing equipment when necessary.
13. Conduct regular inventory of physical equipment and supplies and maintain an accurate record, order tools, equipment, and supplies as needed.

Other

14. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing, pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular and moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts, 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 responsible and duties that may be assigned or skills that may be required.