

DeKalb County School District

Position Specification

Title: **General Maintenance Worker**

DIVISION: Operations	GRADE/SCHEDULE: 109
DEPARTMENT: Facilities Management	WORKDAYS: 246
REPORTS TO: Manager I, Regional Facilities	FLSA STATUS: Non-Exempt
RETIREMENT: Public School Employee Retirement System	APPROVED (HR): December 1, 2021

GENERAL STATEMENT OF JOB

Under general supervision, performs general maintenance for the DeKalb County School District (DCSD).

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">Assembles and maintains required tools to complete assignments
<ul style="list-style-type: none">Reads and responds to electronic work orders daily
<ul style="list-style-type: none">Performs a variety of repair and tasks while directly assisting trades personnel including and not limited to; replacing floor tile, replacing electrical ballasts and fluorescent tubes, painting out graffiti, repairing fencing, patching asphalt or concrete, setting forms, installing paper towel or toilet paper dispensers, patching holes in plaster or wood walls, installing movie screens, chalkboards, tack boards, patching roofs, scraping paint, trenching, cleaning out keyways of locks, vandalism repair work, preventative maintenance on equipment, pressure washing, locker repair work, sheet metal repair, tile repair/ replacement both ceiling and ceramic bathroom tile, indoor, outdoor bleacher repair, grounds, and tree maintenance
<ul style="list-style-type: none">Performs minor inspections of work performed or general building conditions under the direction of the trade technician
<ul style="list-style-type: none">Cleans worksites including hauling debris and trash to the dumpster, cleaning tools and equipment, and ensuring tools, materials, and equipment are stored properly
<ul style="list-style-type: none">Performs routine maintenance of worksites to include pressure washing as required/assigned
<ul style="list-style-type: none">Delivers parts as directed
<ul style="list-style-type: none">Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High School Diploma or GED required.
- Minimum six (6) months of general maintenance, landscape maintenance, or closely related experience preferred.
- Valid Driver's License required.

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KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the methods, materials, tools, equipment, and practices used in buildings and grounds, electrical and mechanical maintenance; the occupational hazards and safety precautions of the trades involved; plumbing, grounds, electrical, construction, and air conditioning equipment.

Skill in effective oral, written, and interpersonal communication; care and use of industrial heating, cooling, plumbing, grounds, and electrical tools and equipment.

Ability to detect defects in equipment and to make proper repairs or adjustments; accordingly, interpret and work from schematic diagrams and drawings; work with hands in mechanically oriented situations; learn repetitive tasks quickly, demonstrate continuous physical effort including bending, walking, manipulation of and heavy lifting of equipment; prioritize assignments, and manage multiple tasks simultaneously.

ADA REQUIREMENTS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up-to 50 pounds of force frequently, and/or up-to 20 pounds of force constantly to move objects.

Climbing: Ascending and descending ladders, stairs, scaffolding ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist. Requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

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PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

ENVIRONMENTAL FACTORS

Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)

Atmospheric conditions (fumes, odors, dust, gases, poor ventilation)

Hazardous materials (chemicals, oil, etc.)

Inadequate lighting

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