



## GENERAL MAINTENANCE WORKER

### Job Overview

The job General Maintenance Worker was established for the purpose/s of providing maintenance services as needed and/or assigned, assisting in a wide variety of maintenance activities, addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order.

This job reports to the Trades Foreman.

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### Job Functions

- Provides basic skills and performs duties and responsibilities of a non-skilled laborer
- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Delivers and picks up surplus furniture/district assets, science kits, testing materials etc. across the district to support the learning process.
- Assists skilled maintenance workers with projects, transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site
- Cleans district campuses as needed or assigned (bulk trash pickup, tree trimming etc.) for the purpose of providing a safe and effective working/learning environment.
- Assembles and installs system component parts, classroom and office equipment (ceiling tile, furniture etc.).
- Under direct supervision, installs facility components to ensure safe and proper operation of lighting, heating, cooling, fire alarm, plumbing, and security systems.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Performs other laborer work activities as required.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing small projects.



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KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and complying with OSHA/TOSHA regulations.

### Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to recommend improvements to the organization's services.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

### Qualifications

**Minimum experience:** No job related experience required. General work experience will be considered.

**Minimum education:** High School Diploma or Equivalent.

**Required Testing:**  
Alcohol & Drug Test

**Required Certificates and/or Licenses:**  
Valid TN Driver's License and Evidence of Insurability

**FLSA Status:**  
Non Exempt

**Continuing Education/Training:**  
None Specified

**Clearances:**  
Criminal Justice Fingerprint/Background Clearance

**Employee Type:**  
Classified

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