

GENERAL MAINTENANCE CRAFTSMAN I

GENERAL RESPONSIBILITIES

Perform semiskilled work on one or more of the following maintenance crews: carpet and tile, filters, furniture, glass, locks, masonry, plasterer-painter and roofing.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operate, maintain and repair tools and equipment associated with trade.
- Aid in reading and interpreting blueprints, plans, drawings and specifications.
- Assist with part and material procurement.
- Handle two-way communication with dispatch, other craftsmen, supervisor and administrative staff.
- Maintain safe and orderly work space.
- Operate work vehicle and ensure it is maintained and well stocked.
- May assume craftsman II or craftsman III responsibilities in their absence.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

Carpet/Tile Craftsman I

- Assist in the installation, maintenance, modification and repair of flooring systems in school buildings and facilities.
- Remove/replace all types of flooring systems.
- Perform carpet installation using direct glue down methods.
- Perform complete floor overlays and reconstruction.
- Repair stair treads/surfaces.
- Repair carpet, vinyl, granwood, terrazzo and quarry tile surfaces.

Filters Craftsman I

- Replace filters in HVAC equipment in school buildings and facilities.
- Assist craftsman II and craftsman III with filter installation.

Furniture Craftsman I

- Assist in the maintenance, repair, modification and installation of furniture and related systems in school buildings.
- Aid craftsman II and craftsman III with furniture repair, fabrication of parts for furniture repair and application of stains and polyurethane.

Glass Craftsman I

- Assist in the installation, maintenance, modification and repair of window systems in school buildings and facilities.
- Repair and maintain the following; windows, marquees, flag poles and window screens.
- Design and make signs for schools and equipment.
- Operate computerized signage equipment and software.

Locks Craftsman I

- Assist in the maintenance, repair and installation of locks and related systems in school buildings.
- Aid craftsman II and III with the following; cutting and duplicating keys, rekeying lock cylinders, repair of all locking systems, creating key impressions and using appropriate tools to enter locks.

Masonry Craftsman I

- Assist in the maintenance, repair, modification, installation and construction of masonry and related structures in school buildings.
- Aid craftsman II and III with the following; perform structural inspections, maintain inventory of obsolete materials; procure parts and materials, layout of work and material preparation, perform repair of brick, block and stone, cut custom masonry materials, concrete repair, seal masonry walls against water and pests, build and modify walls and structures, masonry ramps, steps, porches and walls, install door frames and hardware in masonry walls.
- Assist craftsman II and III in operating the following equipment; forklift, air ladders, pressure washer, personnel lift, bucket truck and other specialized equipment.

Roofing Craftsman I

- Assist in the maintenance, repair and construction of roofing systems on school buildings.
- Aid craftsman II and III with the following; locating leaks, repairing various types of roof system, repair canopies, operation of tar kettle and installing roof curbs, roof fans and gutters.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the common practices, tools, terminology and safety precautions of a trade; general knowledge of the use and characteristics of common building materials; skill in the use of tools and equipment associated with particular trade; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates

EDUCATION AND EXPERIENCE

Graduation from high school and experience in general maintenance work in one or more of the following areas: filters, food service, furniture, glazing, locksmith, machinery repair, masonry, roofing, shades and blinds, and tile.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 100 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 10/08
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