



<b>Job Title:</b>	Maintenance Worker/ Welders' Helper	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	General Maintenance Supervisor	<b>Pay Grade:</b>	Auxiliary 3
<b>Dept. /School:</b>	Maintenance Department	<b>Date Revised:</b>	12/06/2016

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**Primary Purpose:**

To serve the General Maintenance division of the MISD Maintenance Department by ensuring timely, accurate and cost effective completion of jobs and tasks as assigned by the division's Supervisor. To maintain all tools and equipment assigned to your maintenance truck and/or trailer, as well as all shop tools and equipment, in top working order. To keep shop, trucks and trailers clean, safe and orderly. To assist the division Supervisor in the performance of his duties and to provide assistance to other trades as directed by the Supervisor.

**Qualifications:**

**Education/Certification:**

High School, or General Equivalency, Diploma preferred  
-Valid Texas Drivers license with a record that meets the requirements of the district's insurance carrier

**Special Knowledge/Skills:**

Ability to use common hand tools, including tape measure  
Experience in welding or woodworking a plus  
Willingness to expand knowledge based on the District's needs

**Experience:**

**Major Responsibilities and Duties:**

1. Abide by all MISD policies and procedures as outlined in the Auxiliary Employee Handbook.
2. Complete all assigned work orders in a timely and workman-like manner.
3. Maintain playground equipment and play areas in a safe condition.
4. Assist in complying with Integrated Pest Management guidelines, including, but not limited to, posting of treatment documents and performance of site inspections.
5. This job also entails the occasional location and removal of dead rodents and other animals from building walls, attics, basements, crawl spaces, etc.
6. Assist in the removal of graffiti from glass, wood, concrete, brick, metal, etc., by means of caustic chemicals, pressure washers, sand blasting equipment, etc.
7. Assist in the application, maintenance and removal of parking lot striping.

8. Assist other maintenance trades in completion of projects as assigned by the General Maintenance Supervisor.
9. Assume all other duties, as reasonably assigned, that are deemed to be in the best interest of the district
10. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

All power tools and hand tools normally associated with welding , woodworking, parking lot striping and graffiti removal including, but not limited to, welders, torches, grinders, saws, drills, sanders, pressure washers, sand blasting equipment, airless and pneumatic spray painting rigs, heavy construction equipment, etc.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, moderately frequent lifting of items 20 pounds up to 80 pounds, frequent bending, stooping, squatting, climbing and reaching. Exposure to outdoor weather in all seasons and occasionally under hostile weather conditions (in emergencies). Exposure to chemical, mechanical, and electrical hazards normally associated with the welding, carpentry, parking lot striping and pest control trades. Occasional work at heights up to 20' above ground.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*