



**Dallas County
Schools**

Strengthening Education Through Service

JOB OPENING

POSITION: General Services (226 Days)

REPORTS TO: Facility Manager

LOCATION: To Be Determined

SALARY RANGE: \$18,000+ (Commensurate with Education & Experience)

Position Requirements:

- High School Diploma or GED
- Current Texas Drivers License
- Ability to read, understand and follow written/verbal instructions
- Ability to operate a tractor and landscaping equipment
- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to operate hand and power tools
- Ability to work independently
- Strong communication and interpersonal skills

Please see attached Job Description:

Last day to apply: 02/11/10

Address All Application Materials to:
Dallas County Schools - Human Resources Department
612 N. Zang Blvd, Dallas, TX 75208



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: General Services

Wage/Hour Status: Non-Exempt

Reports To: Facility Manager

Pay Grade: NE - 5

Department: Facility Maintenance

Date Revised: 6/12/08

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical and sanitary systems throughout district. Assist with maintenance of grounds.

Qualifications:

Education/Certification:

High School Diploma or G.E.D.
Current Texas Drivers License

Special Knowledge/Skills:

Ability to read and understand written instructions
Ability to communicate (verbally)
Ability to operate a tractor and landscaping equipment
Ability to operate riding or power mower, power tools, hand tools
Knowledge of basic construction and routine maintenance and repair procedures
Ability to work independently

Major Responsibilities and Duties:

Personal Effectiveness:

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. Cooperation: Works effectively with others.
3. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. Judgement: Exhibits good judgement in decision making and problem solving.
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Mow and detail all district grounds.
7. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, caring for beds, and controlling weeds.
8. Operate light truck to transport furniture and equipment throughout the district.
9. Operate tools and equipment according to prescribed safety procedures.
10. Assist workers with repair and maintenance of district facilities, including repairing woodwork,, replacing electrical switches, fixtures, and motors, painting, repairing and replacing plumbing fixtures and drainage systems, and replacing broken glass.
11. Complete repairs and requested on work orders or by maintenance foreman.
12. Assist with the relocation of furnishings, such as desks, tables, filing cabinets, etc.
13. Help keep vehicle, equipment, and tools in safe operating condition.
14. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.
15. Transport workers and equipment to work sites throughout the district.
16. Operate equipment and use tools following established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing etc.
18. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
19. Maintain tools and equipment and perform preventive maintenance as required.
20. Cooperative with supervisory personnel.
21. Demonstrates leadership with proper attendance and punctuality.
22. Follows the chain of command as noted in organizational policy.
23. Uses time wisely to ensure productivity and efficiency.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking and standing: frequent heavy lifting and carrying, climbing, stooping, bending, kneeling and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes and orders. Exposure to mechanical electrical and chemical hazards. Work around moving objects or vehicles.

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

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)