

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: MAINTENANCE MASTER CABINET MAKER

Wage/Hour Status: Nonexempt

Revised: 11-09-12

QUALIFICATIONS:

- Three references which verifies willingness to work
- Certification of good health signed by licensed physician when required
- Demonstrates aptitude for successful completion of assigned tasks
- Four or more years experience in given trade
- GED or high school diploma
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Director of Maintenance

JOB GOAL:

- To provide students with a safe, attractive, comfortable, clean, and efficient place to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

- Works individually, in small groups, and with entire crew in maintaining attractive appearance of school buildings.
- Works with other school personnel when assigned to those tasks.
- Practices good safety habits on the job.
- Demonstrates ability to operate any type machinery which he might be assigned to use.
- Accepts responsibility for supervising entire crew or portions of it when assigned.
- Reports any malfunction of school equipment when observed.
- Demonstrates ability to perform maintenance work such as painting, cabinetmaking and all handyman tasks.
- Exemplifies high standards of ethical conduct according to Policy DH, District Policy Manual.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.
- Works in harmony with supervisor and peer personnel.
- Supports administrative and Board policy in a consistent manner.
- Represents the school system to the community in a positive, professional way.

- Maintains a sincere, friendly attitude toward patrons and pupils of the district.
- Some heavy lifting may be required.
- Performs all other duties as assigned.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, on ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises. Frequent district-wide travel.

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.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.