



Amigos Por Vida – Friends For Life

5503 El Camino del Rey Houston, TX 77081 -- P. 713-349-9945 F. 713-349-067
www.amigosporvida.com

An Amigos Por Vida, Friends for Life Housing and Education Corporation School

Amigos Por Vida Maintenance Tech Job Description

Amigos For Vida - Friends For Life Public Charter School is currently serving students in Pre-K–8th Grade.

Under the direction of Business Manager, maintenance tech is responsible for performing maintenance, cleaning and repair services on school facilities and equipment.

APV has a highly competitive comprehensive benefits package. This includes a \$0.00 medical option, Health Savings Account, a variety of supplemental benefits, Dental and Vision.

Classified – Non Exempt

Full Time/Part Time: Full-Time

Start Date: Immediately

Salary: \$26,000 to 30,000

EDUCATION/CERTIFICATION

- High school diploma or GED
- Valid Texas Driver License and valid insurance
- Minimum of 4 years of facilities related maintenance experience

GENERAL DUTIES

- Facilitate and monitor the following areas of repair:
 - Work with Fire Marshall to address inspection issues
 - Door and hardware adjustments & repair
 - Electrical repairs, adds, and changes, small wiring projects, high and low voltage, replacing light bulbs, ballasts & fixtures
- Appliance repairs
- Banner and sign installations
- HVAC: minor moves, add, changes, vent cleaning, and filter changes for offices, classrooms and hallways.
- Drywall repairs and painting.
- Minor carpentry.
- Moving books, files, boxes, classroom furniture.
- Ceiling tile replacement.
- Playground maintenance, athletic areas, grounds repairs.
- Safety issues, repairs; small landscaping projects additional items as they arise.
- Support Business Manager to manage Contractors. (General contractors, Plumbers, Electricians, HVAC replacements, Locksmiths, fencing, playgrounds, site work, alarm security systems, roofers, etc.).
- Track and report status of open projects.
- Work with the Business Manager to create estimates, schedules, and time lines for new and existing project deliverables.



Amigos Por Vida – Friends For Life

5503 El Camino del Rey Houston, TX 77081 -- P. 713-349-9945 F. 713-349-067
www.amigosporvida.com

An Amigos Por Vida, Friends for Life Housing and Education Corporation School

- Create and build preventative maintenance processes and monitoring systems for extended life of facility related components.
- Maintain and monitor building compliance with Building Codes & Standards for local, City, County, State, and Federal Agencies.
- Participate and successfully complete training programs offered to increase the individual's skill and proficiency related to the assignments.
- Ensure adherence to OSHA and maximum safety procedures.
- Perform or help with building maintenance, cleaning, repair and janitorial services.
- Event set up as needed.
- Ensure all school property is in compliance with the Harris County Fire Marshal Code and accompany the Fire Marshal during the annual inspection
- Be on "call list" for after-hours fire/security alarms.
- Ensure that all mechanical rooms and janitor closets are properly identified, clean, and organized to the best of their abilities.
- All other duties as assigned.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required personnel so classified.

EQUIPMENT

In order to perform these expected duties, APV will provide the following:

- Small tools needed to perform duties.
- Supplies necessary to properly organize tools and equipment.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge and ability to perform maintenance and repairs.
- Ability to lift and carry load in excess of 50 lbs.
- Ability to regularly communicate work schedule with administration.
- Self-starter – demonstrating ability to assess needed repairs, perform these repairs, or hire licensed contractors as needed.

DECLARATION

Amigos Por Vida Human Resources Department retains the sole right and discretion to make changes to this job description. Any employee making changes unauthorized by Human Resources Department will be subject to disciplinary action up to and including termination.