



JOB TITLE	DEPARTMENT	REPORTS TO
Maintenance Mechanic	Maintenance	Foreman

Position No: 81058	Length of Work Year: 12 Months
Salary Schedule: CWM	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/14/07; 5/30/18

JOB GOAL
To assist in the maintenance and up-keep of all School Board facilities through projects as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent
2. Valid Florida Driver's license.
3. Minimum of Three years previous experience appropriate to the duties of the position.
4. Ability to give instructions and lead others in the completion of an assigned task
5. Ability to oversee the work of helpers
6. Ability to make estimates
7. Ability to follow both verbal and written instructions and apply them in a productive manner.
8. Ability to perform the functions of the position.
9. Personal basic hand tools required.
10. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on a school site or dealing with the public.
2. To demonstrate the ability to perform as a "helper" in one or more skilled areas.
3. To properly use and maintain District vehicles and equipment.
4. To demonstrate the skill necessary to operate machinery associated with the function of the Maintenance Department.
5. To demonstrate the ability to complete the assigned task with minimum supervision or correction.
6. To demonstrate the ability to give directions to others.
7. To demonstrate proficiency in the use of tools and equipment necessary for the completion of assigned task.
8. To observe all safe work practices when using tools, equipment and chemicals
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks to a high standard of quality.
11. To perform such other duties as may be assigned by the Maintenance Foreman and/or supervisor.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.