

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MAINTENANCE CONTRACT INSPECTOR I

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Class "D" or "E" Driver's License required.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to read and comprehend construction drawings and details.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specific job functions.
- Ability to tolerate high levels of stress and react quickly and calmly in situations and to determine proper course of action.
- Physically able to work outside year round.

#### SUPERVISION

**REPORTS TO** Assistant Director of Facilities Services and/or Designee  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To ensure the District's facilities are maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption. This position serves as a liaison between maintenance and third party contractors.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Serve as liaison between school personnel and maintenance in regards to contractual maintenance services.
2. \*Handle written and oral correspondence relative to contract compliance issues.
3. \*Maintain records of inspections activities; make photographic records of contract issues and deficiencies.
4. \*Conduct routine inspections and document findings to ensure that the maintenance activities, conducted by third party entities, meet contract requirements in the areas of preventative maintenance (PM), breakdown maintenance, and service order work.
5. \*Reconcile or mediate differences of interpretation between District contract requirements and services rendered by contractor.
6. \*Direct weekly meetings with contractors to discuss schedules, budgets, problems, and progress of contracted services.
7. \*Plan, direct, and conduct pre-bid and pre-construction meetings with contractors.
8. \*Prepare or complete various forms, reports, correspondence, logs, inspection reports, notices, formal warnings.
9. \*Create and maintain electronic completed project files and project warranties.
10. \*Participate in budget preparations; prepare cost estimates; submit justifications for budget items; and monitor and track program expenditures.
11. \*Operate a computer to enter, retrieve, review, or modify data; verify accuracy of entered data and make corrections as appropriate.
12. Perform other duties as assigned by the Assistant Director of Facilities Services and/or Designee.

*\*Denotes essential job function/ADA*

# MAINTENANCE CONTRACT INSPECTOR I, Page 2

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

|                           |   |
|---------------------------|---|
| <b>Sitting</b>            | Resting with the body supported by the buttocks or thighs.  |
| <b>Standing</b>           | Assuming an upright position on the feet particularly for sustained periods of time.  |
| <b>Walking</b>            | Moving about on foot to accomplish tasks, particularly for long distances.  |
| <b>Climbing</b>           | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.   |
| <b>Balancing</b>          | Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.   |
| <b>Bending</b>            | Lowering the body forward from the waist.   |
| <b>Stooping</b>           | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  |
| <b>Kneeling</b>           | Bending legs at knee to come to a rest on knee or knees.  |
| <b>Crouching</b>          | Bending the body downward and forward by bending leg and spine.   |
| <b>Crawling</b>           | Moving about on hands and knees or hands and feet.  |
| <b>Twisting</b>           | Moving body from the waist using a turning motion.  |
| <b>Reaching</b>           | Extending hand(s) and arm(s) in any direction.  |
| <b>Pushing</b>            | Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  |
| <b>Pulling</b>            | Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.   |
| <b>Lifting</b>            | Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force. |
| <b>Finger Dexterity</b>   | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.   |
| <b>Grasping</b>           | Applying pressure to an object with the fingers and palm.   |
| <b>Feeling</b>            | Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.  |
| <b>Repetitive Motions</b> | Substantial and continuous movements of the wrists, hands, and/or fingers.  |
| <b>Talking</b>            | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.                         |
| <b>Hearing Acuity</b>     | The ability to perceive speech and other environmental sounds at normal loudness levels.  |
| <b>Visual Acuity</b>      | The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.  |

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**D-06 \$35,567 - \$63,163**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40.0  
Annual Hours 2064

### POSITION CODES

|                     |       |
|---------------------|-------|
| PeopleSoft Position | TBD   |
| Personnel Category  | 18    |
| EEO-5 Line          | 53    |
| Function            | Vary  |
| Job Code            | 2109  |
| Survey Code         | 81046 |

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

July 23, 2019

Previous Board Approval

ADA Information Provided by Kim Dove  
Position Description Prepared by Kim Dove

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*