

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MAINTENANCE HELPER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Class "D" or "E" driver's license required upon start date.

KNOWLEDGE, SKILLS, ABILITIES

- Basic knowledge in reading and comprehending construction drawings and specifications.
- Ability to physically perform the responsibilities listed below.
- Knowledge of technology as related to specific job functions.

SUPERVISION

REPORTS TO Division Supervisor
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist in maintaining and repairing facilities in an efficient manner as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. *Assist with any area of the Division in which employee is assigned.
2. *Operate tools and equipment of the assigned trade in a safe and proper manner.
3. *Perform routine, minor repairs and maintenance tasks under assigned mechanic's direction and guidance.
4. *Perform painting and surface preparation under assigned Mechanic's direction and guidance.
5. *Assist in performing labor related tasks in support of the assigned trade as directed by assigned mechanic.
6. *Obtain tools and materials on assigned tasks.
7. *Perform routine preventative maintenance tasks in assigned trade.
8. *Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
9. *Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts
10. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Various tools, machinery, and other maintenance equipment.

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PHYSICAL REQUIREMENTS

Very Heavy Work Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms. Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or moving surfaces.
Balancing Lowering the body forward from the waist.
Bending Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Stooping Bending legs at knee to come to a rest on knee or knees.
Kneeling Bending the body downward and forward by bending leg and spine.
Crouching Moving about on hands and knees or hands and feet.
Crawling Moving body from the waist using a turning motion.
Twisting
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting 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.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking 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.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity 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.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
Respirator The worker is required to wear a respirator.

TERMS OF EMPLOYMENT

PAY GRADE

D-02 \$25,215 - \$44,777
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40.0
Annual Hours 2065

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 54
Function Vary
Job Code 1641
Survey Code 81043

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 23, 2019
April 8, 1997

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