

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, Floor Machine Repair

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience in repair of floor cleaning equipment.
- Class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend equipment schematics, drawings and details
- Ability to physically perform responsibilities listed below.
- Knowledge of technology as related to specific job functions.

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure District floor cleaning equipment is maintained and repaired in an efficient manner as District custodial needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Diagnose problems and repair vacuums, buffers and various types of floor care equipment.
2. * Establish repair parts inventory levels and initiate timely order request.
3. * Maintain repair records and schedule pick up and delivery of equipment to and from the schools.
4. * Plan and conduct equipment training for custodians or other users.
5. * Evaluate all district floor cleaning equipment for cost effectiveness of repair verses replacement and subsequent inventory removal.
6. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
7. * Accurately and promptly document labor hours and materials expended on assigned tasks.
8. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities
9. * Assist in recommending equipment purchases to ensure quality and compatibility with power systems.
10. * Maintain accountability and inventory for assigned tools and equipment.
11. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **Multiple**
Personnel Category **18**
EEO-5 Line **53**

Function **Vary**
Survey Code **81037**
Job Code **1639**

ADA CODES

2 **Heavy Work**
3 **B - I / K - V**
4 **C, F through K**

BOARD APPROVED

April 8, 1997