

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MECHANIC, Plant Maintenance--Ancillary

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable electrical and HVAC plant maintenance experience or three (3) years experience accompanied with an approved vocational certification.
- Class D or E driver's license required upon start date.
- Knowledge or technology as related to specific job functions.
- Read, comprehend, and interpret mechanical, electrical, and control drawings, schematics and technical specifications.
- Ability to physically perform responsibilities listed below

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure that the physical plant and environmental systems are operated and maintained in a manner that promotes efficient performance and services the District's demands with minimal disruption.

PERFORMANCE RESPONSIBILITIES

1. * Operate and provide preventive maintenance on building equipment and systems, including HVAC, elevators, generators, security, and building management controls.
2. * Initiate work orders for major repairs and requisitions for building maintenance operating supplies.
3. * Replace light bulbs, ballast, and tubes.
4. * Repair or replace electrical outlets, switches, ballast, plumbing devices, irrigation devices, architectural hardware, etc.
5. * Install wiring, conduit, fixtures, systems furniture, and equipment.
6. * Receive and properly secure all building supplies and equipment.
7. * Provide emergency repairs and related clean-up as necessary.
8. * Perform periodical safety and effective operation inspections.
9. * Monitor and efficiently manage plant energy use.
10. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
11. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
12. * Assist in the design and specification of plant projects and equipment, and verifying the work performed under purchase order contracts
13. * Maintain accountability and inventory for assigned tools and equipment.
14. 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**

ADA CODES

2 Very Heavy Work
3 B through V
4 C through K

BOARD APPROVED

April 8, 1997