

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MAINTENANCE MECHANIC, Architectural Hardware

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable architectural hardware experience or three (3) years of verifiable experience accompanied with an approved vocational certification.
- Florida Class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend construction drawings door, and hardware schedules
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specific functions.

**REPORTS TO** Division Supervisor

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To ensure architectural hardware throughout the District is repaired and maintained in a manner as District needs demand with minimal service disruption.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Install , repair and replace lock sets, panic hardware, closures, hinges and other architectural hardware devices.
2. \* Make keys and operate/maintain all key cutting equipment.
3. \* Design and maintain a standard keying system and schedule for each school facility.
4. \* Repin lock cylinders as necessary.
5. \* Install, repair and replace lock devices on District equipment and furniture.
6. \* Perform preventative maintenance and repair of all architectural hardware per manufacturers recommendation.
7. \* Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
8. \* Assist in the specification and design of architectural hardware on new projects and verifying the performance of work completed under purchase order contracts.
9. \* Assist in estimating and planning maintenance and construction architectural hardware projects.
10. \* Accurately and promptly document labor hours and materials expended on assigned tasks
11. \* Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
12. \* Maintain accountability and inventory for assigned tools and equipment.
13. 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 **81041**  
Joe Code **1639**

##### ADA CODES

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

##### BOARD APPROVED

April 8, 1997