

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MAINTENANCE MECHANIC, Floor Finishing

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable carpet, floor tile, sheet flooring repair and installation 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 and finish schedules
- Ability to perform the essential physical job functions/responsibilities of this position.

**REPORTS TO** Division Supervisor

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To ensure the District's flooring systems are repaired and maintained in a manner as District needs demand with minimal service disruption.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Install, repair and replace carpet, vinyl, linoleum and tile floor systems.
2. \* Assist in recommending cleaning products and equipment to be used in floor care.
3. \* Assist in the specification of new floor systems and materials and verifying the performance of work completed under purchase order contracts.
4. \* Accurately and promptly document labor hours and materials expended on assigned tasks.
5. \* Assist in estimating and planning maintenance and construction floor finish projects.
6. \* Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
7. \* Maintain accountability and inventory for assigned tools and equipment.
8. \* Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
9. 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 **81031**  
Job Code **1639**

##### ADA CODES

2 **Very Heavy Work**  
3 **B through V**  
4 **C, E through K**

##### BOARD APPROVED

**April 8, 1997**