

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MAINTENANCE MECHANIC, General

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of verifiable experience in trade discipline or an equivalent combination of applicable education and experience.
- Florida class "D" or "E" driver's license required upon start date.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to read and comprehend construction drawings.
- Ability to perform the essential physical job functions/responsibilities of the position.
- Knowledge of technology as related to specific job functions.

SUPERVISION

REPORTS TO Division Supervisor
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide general repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. *Perform general maintenance and repair on the District physical plant involving carpentry, electrical, plumbing, masonry, architectural hardware, irrigation and other building trades.
2. *Perform and document routine preventative maintenance on equipment and systems.
3. *Assist in planning and estimating maintenance and repair projects.
4. *Able to safely operate and work from ladders, scaffolding, platforms, and personnel lifts.
5. *Accurately and promptly document labor hours and materials expended on assigned tasks.
6. *Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
7. *Oversee and ensure the proper completion of work when performed and assisted by assigned helpers and/or laborers.
8. *Assist in the design of technical facilities requirements on projects and verifying the performance of work completed under purchase order contracts.
9. *Assist in estimating and planning maintenance and construction projects.
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*

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 Walking Climbing

Assuming an upright position on the feet particularly for sustained periods of time.
Moving about on foot to accomplish tasks, particularly for long distances.
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 Bending Snooping

Lowering the body forward from the waist.
Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling Crouching Crawling Twisting

Bending legs at knee to come to a rest on knee or knees.
Bending the body downward and forward by bending leg and spine.
Moving about on hands and knees or hands and feet.
Moving body from the waist using a turning motion.

Reaching Pushing

Extending hand(s) and arm(s) in any direction.
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 Lifting

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
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 Grasping Feeling

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Applying pressure to an object with the fingers and palm.
Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.

Repetitive Motions Talking

Substantial and continuous movements of the wrists, hands, and/or fingers.
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 Visual Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.
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 Cold Heat Noise

The worker is subject to both environmental conditions. Activities occur inside and outside.
The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
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 Hazards

The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
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 Respirator

The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
The worker is required to wear a respirator.

TERMS OF EMPLOYMENT

PAY GRADE

D-06 \$35,567 - \$63,163
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40.0
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 53
Function Vary
Job Code 1639
Survey Code 81046

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