

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, General Operations

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience in general site construction and maintenance, fencing, playground equipment, landscaping, pavement and delivery related services.
- Florida class "D" or "E" driver's license required upon start date.
- 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 provide general site and grounds 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 site, fencing, pavement, playground, locker, storm water system maintenance and construction.
2. * Perform and document routine preventative maintenance on site equipment and storm water systems.
3. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
4. * Accurately and promptly document labor hours and materials expended on assigned tasks.
5. * Perform requested site inspections and initiate work orders for corrective repairs.
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 site facilities requirements on projects and verifying the performance of work completed under purchase order contracts.
9. * Assist in planning and estimating maintenance and repair 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

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 **81046**
Job Code **1639**

ADA CODES

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

BOARD APPROVED

April 8, 1997