

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

HELPER -- TRADES

JOB DESCRIPTION

JOB CODE:	810435	BARAINING UNIT ELIGIBILITY:	Yes
FLSA:	Non-Exempt	PAY GRADE:	24
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) Completion of Eighth Grade; High School Diploma or GED, preferred.
- (2) Valid Florida Driver's License.
- (3) Experience in the building trades, preferred.
- (4) Possess personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform cross-over work for several trades. Ability to use basic hand tools. Ability to follow safety procedures related to the maintenance trades. Ability to follow oral and written instructions. Ability to communicate both orally and in writing. Ability to establish and maintain effective working relationships with coworkers, administrators, and vendors. Ability to operate a motor vehicle.

REPORTS TO:

Foreman – Maintenance, as assigned

JOB GOAL

To assist tradesmen in the safe and efficient performance of assigned duties.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist tradesmen in repair and maintenance responsibilities as required.
- * (2) Maintain tools and equipment in good working order.
- * (3) Follow all safety procedures/regulations associated with assigned responsibilities.
- * (4) Serve on school/district committees as required or appropriate.
- * (5) Maintain daily vehicle logs.
- * (6) Adhere to applicable safety standards.
- * (7) Attend all staff meetings and workshops.
- * (8) Assist with maintaining a clean and orderly environment.
- * (9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (10) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- * (11) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.

HELPER -- TRADES (Continued)

- *(13) Demonstrate support for the school district and its goals and priorities.
- *(14) Exhibit interpersonal skills to work as an effective team member.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Maintain expertise in assigned area.
- *(18) Manage time efficiently.
- *(19) Model and maintain high ethical standards.
- *(20) Participate in cross-training activities as required.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(22) Prepare all required reports and maintain updated and accurate records.
- *(23) Represent the District in a positive and professional manner.
- *(24) Respond to inquiries and concerns in a timely manner.
- (25) Perform other duties as assigned.
- *(26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted: 8/2/11

Revised: 4/4/17