

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

MECHANIC -- HEATING

JOB DESCRIPTION

JOB CODE: 810241 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 26
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful experience in the installation, maintenance, and repair of boilers and associated equipment.
- (3) Valid Florida Driver's License.
- (4) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of NEC and NFPA Codes. Knowledge of the standards, methods, practices, tools and materials of the heating trade. Knowledge of boilers and heating systems, of the qualities and uses of metals and materials required in repair work and of building code requirements and approved safety standards as they relate to the trade. Ability to work from blueprints and to prepare rough pencil sketches of boilers, kitchen equipment and heating fixtures to be installed or repaired. Ability to make inspections of boilers and a wide assortment of electrical and mechanical equipment and fixtures to determine defects and needed repairs. Ability to maintain and make minor repairs to shop equipment and tools. Ability to follow oral and written instructions without immediate supervision. Ability to direct the work of a small crew of helpers. Ability to perform at the journeyman level skill in the use of a range of tools and shop equipment, including electric and acetylene welding tools and various drills. Ability to climb ladders, dig ditches and work in the outdoor environment. Ability to learn and acquire new skill levels as technology changes. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Foreman -- Maintenance

JOB GOAL

To install, maintain, and repair all pressure vessels in a safe and efficient manner as required for certification by the State Department of Insurance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform all tasks related to maintenance in the area of heating and gas.
- *(2) Install, maintain and repair certain types of equipment as assigned.
- *(3) Assist in placing orders and bids, if needed, for parts and materials.
- *(4) Assist in maintaining an inventory of parts and materials, as needed.

MECHANIC -- HEATING (Continued)

- * (5) Assist in developing and maintaining a preventive maintenance program.
- * (6) Participate in inspections, as required.
- * (7) Read construction blueprints related to the accomplishment of daily assignments.
- * (8) Clean up job site upon completion of work.
- * (9) Execute all jobs in a safe, efficient and high quality manner.
- * (10) Maintain daily vehicle logs.
- * (11) Serve on school/district committees as required or appropriate.
- * (12) Adhere to applicable safety standards.
- * (13) Attend all staff meetings and workshops.
- * (14) Assist with maintaining a clean and orderly environment.
- * (15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (16) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Demonstrate support for the school district and its goals and priorities.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Maintain expertise in assigned area.
- * (24) Manage time efficiently.
- * (25) Model and maintain high ethical standards.
- * (26) Participate in cross-training activities as required.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Prepare all required reports and maintain updated and accurate all appropriate records.
- * (29) Represent the District in a positive and professional manner.
- * (30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.
- * (32) 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