

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

MECHANIC -- PHYSICAL PLANT

JOB DESCRIPTION

JOB CODE: 790256, 810432 **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 construction trades at progressively increasing skill levels.
- (3) Valid Florida Driver's License.
- (4) Possess personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use the tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to read drawings and blueprints for various trades. Knowledge of local, state, and federal laws and regulations related to work responsibilities. Ability to acquire new skills and knowledge as technology changes. Ability to direct the work others. Ability to perform cross-over work in several trade areas. 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 perform first-line maintenance duties to keep assigned facility in a safe state of repair.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform all tasks related to maintenance in the areas of plumbing, carpentry, masonry, painting and other related work.
- * (2) Install, maintain and repair certain types of equipment as assigned.
- * (3) Perform bench work in the shop as required.
- * (4) Develop labor and material costs in planning as required.
- * (5) Assist in placing orders and bids, if needed, for parts and materials.
- * (6) Assist in maintaining an inventory of parts and materials as needed.
- * (7) Provide emergency repair service as required.
- * (8) Assist other maintenance personnel with tasks as needed or directed.

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- * (9) Assist in developing and maintaining a preventive maintenance program.
- * (10) Participate in casualty prevention tests and inspections as required.
- * (11) Maintain daily vehicle logs.
- * (12) Serve on school/district committees as required or appropriate.
- * (13) Adhere to applicable safety standards.
- * (14) Attend all staff meetings and workshops.
- * (15) Assist with maintaining a clean and orderly environment.
- * (16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (17) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned area.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Prepare all required reports and maintain updated and accurate records.
- * (30) Represent the District in a positive and professional manner.
- * (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.
- * (33) 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