

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CABINET MAKER

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in finish carpentry and cabinet making.
- (3) Experience in use of simple and complex tools and equipment needed to accomplish tasks.
- (4) Current Class "D" Driver's License.
- (5) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill to read blueprints and other construction documents. Ability to design cabinetry appropriate to site locations. Ability to maintain positive interactions with site personnel. Ability to measure and cut materials using the metric system. Knowledge of purchasing process. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To provide for the construction, repair and replacement of cabinets as required by the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Meet with site personnel to discuss and design projects.
- * (2) Ascertain that construction and installation of cabinetry meets all state, federal and local standards.
- * (3) Design, manufacture and assemble cabinetry to meet highest standards for durability and aesthetic value.
- * (4) Coordinate with other trades to complete the projects; i.e., electrical, plumbing, and others.
- * (5) Requisition and purchase supplies and materials necessary to complete projects.
- * (6) Operate hand and power tools necessary to complete projects.
- * (7) Load, transport and install cabinets at the appropriate sites.
- * (8) Complete appropriate forms indicating completion of the projects, including costs, materials and hours spent on the projects.
- * (9) Utilize appropriate machinery necessary to complete cabinetry.
- * (10) Estimate cost of projects, including materials and labor costs.
- * (11) Select and install appropriate hardware for projects.
- * (12) Repair and maintain cabinetry throughout the District.
- * (13) Assist the customers in defining and creating a solution to their specific needs.
- * (14) Keep abreast of the latest materials and equipment available.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure workplace.

CABINET MAKER (Continued)

- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Maintain positive relationships with staff and vendors.
- *(21) Participate in workshops and training sessions as required.
- *(22) Communicate effectively with staff and vendors.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies, rules and regulations.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FACILITIES MANAGER

SALARY SCHEDULE: ADMINISTRATIVE F

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) Associates Degree in Facilities Management, Business Management or Construction Management; or an equivalent combination of education and job-related experience from which comparable knowledge and ability can be acquired.
- (2) Minimum of 3 years successful experience in a supervisory role in plant operations or facilities maintenance.
- (3) Demonstrated experience in project management, customer relations, work planning, and custodial and maintenance operations required.
- (4) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in planning, organizing, supervising and implementing a comprehensive facilities maintenance program for K – 12 educational facilities.

Knowledge of associated building maintenance trades.

Working knowledge of all associated Building Codes.

Working knowledge of building custodial operations.

Ability to plan and organize and schedule the work of a large group of craftpersons and custodians.

Ability to develop a comprehensive facilities maintenance plan for K – 12 buildings.

Ability to develop and implement a preventive maintenance program.

Ability to communicate effectively with customers both orally and in writing.

Ability to prioritize, budget and track departmental maintenance and project activities.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To provide for a comprehensive building maintenance program which promotes a safe, clean, effective environment conducive to student learning.

SUPERVISES:

Assigned support personnel.

PERFORMANCE RESPONSIBILITIES:

- *(1) Direct the day-to-day operations of all facilities maintenance personnel including craftpersons and custodial personnel.
- *(2) Serve as the main point of contact for facilities-related issues with the customers in their assigned areas.
- *(3) Develop and maintain a 5-year facilities maintenance work plan for all facilities in assigned areas.
- *(4) Provide oversight for the daily service, planned maintenance, emergency maintenance and project functions for the Facilities Services Department.
- *(5) Provide for a departmental team approach between maintenance and custodial functions.
- *(6) Provide for the tracking of material and labor costs by trade and site.
- *(7) Assist with the operating and capital budget as assigned.
- *(8) Provide for the quality and timeliness of all services assigned.
- *(9) Develop and implement an in-house quality control system for departmental maintenance functions.
- *(10) Meet regularly with site cost center heads to determine service needs.

FACILITIES MANAGER (continued)

- * (11) Assist the Director with developing shop staffing levels.
- * (12) Participate in the recruiting, interviewing and hiring of supervisors, technical and building trades personnel.
- * (13) Establish and maintain a system of Custodial Work Management that ensures an efficient and effective balance between operational and preventative custodial services.
- * (14) Assist the Director in the preparation, disbursement and accountability of the Facilities' budget, including operating and capital funds.
- * (15) Participate in, or manage, periodic inspections and subsequent correction of District health and safety deficiencies.
- * (16) Assist in setting departmental maintenance priorities.
- * (17) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (18) Respond to inquiries or concerns in a timely manner.
- * (19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (20) Promote and support professional growth for self and others.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (22) Disseminate information and current research to appropriate personnel.
- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (25) Maintain a network of peer contacts through professional organizations.
- * (26) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (29) Represent, consistently, the District in a positive and professional manner.
- * (30) Provide leadership and direction for the assigned areas of responsibility.
- * (31) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (32) Assist in implementing the District's goals and strategic commitments.
- * (33) Exercise proactive leadership in promoting the vision and mission of the District.
- * (35) Provide oversight and direction for cooperative planning with other agencies.
- * (36) Set high standards and expectations for self and others.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (39) Facilitate problem-solving by individuals or groups.
- (40) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (41) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

FACILITIES MANAGER (continued)

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GROUNDS HELPER

SALARY SCHEDULE: SSP-4

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Two (2) years experience working in grounds keeping or landscape maintenance preferred.
- (3) Ability to obtain a chemical applicator's license within 120 days of assuming this position.
- (4) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate and maintain grounds keeping/landscaping tools and equipment, to include gas powered weed eaters, edgers, shrub and tree trimmers, push mowers, large riding mowers and tractors.

Ability to work outdoors in all weather conditions.

Knowledge of and ability to maintain trees, plants and grasses associated with District properties.

Knowledge of occupational hazards and precautions of the work.

Ability to understand and follow both oral and written directions.

Ability to work effectively as part of a team.

Ability to communicate with school personnel.

REPORTS TO:

Facilities Zone Manager or designee

JOB GOAL

To maintain the grounds for the District in a condition of operating excellence to ensure a safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Operate equipment such as mowers, edgers, trimmers, hedgers and sweepers.
- *(2) Maintain all school grounds by providing mowing, watering, repair, weed and pest control.
- *(3) Perform landscaping maintenance as required to include weeding of landscape beds.

GROUND HELPER (continued)

- *(4) Collect and dispose of leaves and refuse as needed.
- *(5) Trim, cut, and remove brush as required.
- *(6) Pick and remove litter from campuses.
- *(7) Assist custodians at school sites to remove garbage, collect recycleables, move furniture, and other miscellaneous duties.
- *(8) Install and remove plant material and mulch.
- *(9) Maintain tools and equipment necessary to perform duties.
- *(10) Perform minor building and grounds maintenance duties as required.
- *(11) Maintain a courteous and professional manner.
- *(12) Maintain work area in a safe and secure manner.
- *(13) Use positive, effective interpersonal communication skills.
- *(14) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(15) Participate in workshops and training as required.
- *(16) Follow department policies and procedures.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Follow all School Board policies.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GROUNDSPERSON

SALARY SCHEDULE: SSP-8

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience working in groundskeeping, landscape maintenance and associated equipment repair/maintenance above the apprentice level.
- (1) [Possess Commercial Driver's License (CDL) or obtain within 30 days of hire] Possess a valid State of Florida Driver's License.
- (3) Possess chemical applicator's certification or obtain with 60 days of hire.
- (4) Must pass a written test and a hands-on test administered by the Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate and maintain groundskeeping/landscaping tools and equipment. Knowledge of and ability to maintain trees, plants and grasses associated with District properties. Knowledge in the proper use and application of fertilizers and chemicals. Knowledge of occupational hazards and precautions of the work. Ability to establish and maintain a groundskeeping and landscape maintenance program. Ability to understand and follow both oral and written directions. Ability to work as a team member. Ability to communicate with school personnel.

REPORTS TO:

Facilities Manager or Designee

JOB GOAL

To maintain the grounds for the District in a condition of operating excellence to ensure a safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Operate equipment such as mowers, edgers, trimmers, hedgers and sweepers.
- * (2) Maintain athletic fields by providing mowing, watering, repair, weed and pest control.
- * (3) Perform landscaping maintenance as required.
- * (4) Collect and dispose of leaves and refuse as needed.
- * (5) Maintain tools and equipment necessary to perform duties.
- * (6) Requisition materials and supplies for jobs in progress.
- * (7) Assist other tradesmen as required.
- * (8) Perform minor building and grounds maintenance duties as required.
- * (9) Carry out assignments to completion with little or no supervision.
- * (10) Maintain a courteous and professional manner.
- * (11) Maintain work area in a safe and secure manner.
- * (12) Use positive, effective interpersonal communication skills.

GROUNDSPERSON (Continued)

- *(13) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(14) Participate in workshops and training sessions as required.
- *(15) Follow department policies and procedures.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies and department policies and procedures.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01***Essential Performance Responsibilities**

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HARV MAINTENANCE MECHANIC

SALARY SCHEDULE: SSP-10

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be willing and able to work night shift and/or weekends as assigned.
- (3) EDUCATION and/or EXPERIENCE: Successful completion of a minimum of 2 years in HARV schooling or 2 years verifiable work experience in the HVAC industry.
- (4) CERTIFICATES, LICENSES, REGISTRATIONS: [Must possess/obtain before employment a valid Class D Florida C.D.L. driver's license.] Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate federal, state and local codes and regulations related to assignments. Ability to use all trade associated tools and equipment. Ability to analyze problems and effect repairs in a safe and timely manner. Possess all necessary hand tools required. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of safe operational practices and procedures.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist with installation, maintenance and repair of AVAC/Refrigeration systems for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with installation, adjustment, maintenance and repair of all HVAC / Refrigeration equipment.
- * (2) Assist with diagnosis of HVAC / Refrigeration problems and repair in a safe, efficient and timely manner.
- * (3) Evaluate repairs and identify materials and parts needed to complete projects.
- * (4) Maintain accurate records of all maintenance and repair work completed.
- * (5) Perform preventative maintenance tasks on HVAC and refrigeration equipment.
- * (6) Develop and maintain accurate department inventory requirements.
- * (7) Provide for the changing of filters on an as-needed basis at all sites.
- * (8) Maintain an up-to-date inventory of all HVAC parts at appropriate sites.
- * (9) Prepare all required reports and maintain all appropriate records.
- * (10) Exhibit support for the District's vision, mission, goals and priorities.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Provide for a safe and secure workplace.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance, punctuality and proper dress rules.

HARV MAINTENANCE MECHANIC (continued)

- * (15) Maintain confidentiality regarding school matters.
- * (16) Maintain positive relationships with staff and vendors.
- * (17) Participate in workshops and training sessions as required.
- * (18) Communicate effectively with staff and vendors.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Follow all School board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HARV TECHNICIAN

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must pass a written test, and a hands-on test scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).
- (3) Must be willing and able to work night shift and/or weekends as assigned.
- (4) EDUCATION and/or EXPERIENCE: Successful completion of a minimum of 2 years in HARV schooling and 5 years experience or a total of 7 years verifiable experience.
- (1) CERTIFICATES, LICENSES, REGISTRATIONS: [Must possess/obtain before employment a valid Class D Florida C.D.L. driver's license.] Possess a valid State of Florida Driver's License.
- (5) Possess or obtain within three months after being employed, at the employee's expense, certification in Refrigerant Transition & Recovery Type II, III, IV.
- (6) Ability to work from blueprints and materials lists.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate federal, state and local codes and regulations related to assignments. Ability to work from blueprints and materials lists. Ability to use all trade associated tools and equipment. Ability to analyze problems and effect repairs in a safe and timely manner. Possess all necessary hand tools required. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of safe operational practices and procedures.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To provide the skills necessary to install, maintain and repair HVAC/Refrigeration systems for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, repair, adjust and maintain all HVAC / Refrigeration equipment.
- * (2) Diagnose HVAC / Refrigeration problems and repair in a safe, efficient and timely manner.
- * (3) Evaluate repairs and identify materials and parts needed to complete projects.
- * (4) Maintain accurate records of all maintenance and repair work completed.
- * (5) Instruct users in the proper application and care of HVAC / Refrigeration equipment.
- * (6) Develop and maintain accurate department inventory requirements.
- * (7) Establish and maintain a preventive maintenance program for HVAC / Refrigeration equipment.
- * (8) Prepare all required reports and maintain all appropriate records.
- * (9) Exhibit support for the District's vision, mission, goals and priorities.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.

HARV TECHNICIAN (Continued)

- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality and proper dress rules.
- *(14) Maintain confidentiality regarding school matters.
- *(15) Maintain positive relationships with staff and vendors.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff and vendors.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Follow all School board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HEALTH SAFETY SPECIALIST

SALARY SCHEDULE: SSP13

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in inspections dealing with health and safety issues.
- (3) Must obtain current certification in the state of Florida SREF inspector program within 180 days of employment.
- (4) Current certification as Special Fire Inspector through the State Fire Marshal's Office.
- (5) Current certification in Facility Survey for Asbestos and Management Planning for Asbestos within 180 days of employment.
- (6) Possess a valid State of Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic technology skills, Ability to deal with various agencies and personnel. Knowledge of federal, state and local statutes, rules and regulations related to assignment. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Manager, Safety and Compliance

JOB GOAL

To assist Manager with the interpretation and compliance of rules and regulations dealing with Fire Safety, Casualty and Sanitation in the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect all School Board-owned and/or operated buildings and grounds for compliance with State Requirements for Educational Facilities (SREF).
- * (2) Oversee asbestos removal.
- * (3) Oversee Asbestos Management Plan.
- * (4) Coordinate the gathering of information and prepare written reports detailing discrepancies found and recommend corrective actions.
- * (5) Investigate accidents, prepare written reports to ascertain causes, recommend preventive safety measures and develop safety programs.
- * (6) Perform appropriate inspections of buildings and grounds as directed for immediate concerns occurring on a day-to-day basis.
- * (7) Coordinate with school and other public officials regarding inspections of school sites and buildings to ensure compliance with state and city codes and ordinances.
- * (8) Coordinate and provide training to School Board staff, as required, for issues involving health and safety.
- * (9) Coordinate the actions of agencies and vendors as necessary to comply with federal, state and county regulations.
- * (10) Monitor and/or remove non-approved chemicals from school sites and other facilities.

HEALTH SAFETY SPECIALIST (Continued)

- *(11) Monitor portable extinguishers, hood fire suspension systems and recommend service for meeting compliance standards.
- *(12) Oversee recycling of florescent light bulbs, batteries and ballasts.
- *(13) Keep appropriate persons informed about deficiencies and concerns relative to safety standards.
- *(14) Create a positive relationship with agencies dealing with fire safety, health and sanitation.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Provide for a safe and secure workplace.
- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Maintain positive relationships with staff and vendors.
- *(21) Participate in workshops and training sessions as required.
- *(22) Communicate effectively with staff and vendors.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies, rules and regulations.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 04

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MULTI-TRADE LEAD PERSON

SALARY SCHEDULE: SSP11 + APPLICABLE LEAD PAY

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) or more years of successful experience at the journeyman level in at least one of the following trades: Carpentry, Electrical, HVAC, Painting, Plumbing, Roofing or Utility Maintenance.
- (3) Demonstrated familiarity with three of the following trades: Carpentry, Electrical, HVAC, Lock/Window Repair, Plumbing, Roofing and Utility Maintenance.
- (4) Minimum two years' experience in a leadership role in which the individual had direct responsibility for the day-to-day supervision of a work crew preferred.
- (5) Demonstrated knowledge of code, safety and environmental regulations.
- (6) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (7) [Valid Florida Class "C" Driver's License, with ability to attain Class "B" certification.] Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill to effectively use the tools in all trade areas. (Knowledge of the preventative maintenance procedures associated with each trade area.)
 Ability to read drawings and schematics.
 Knowledge of the appropriate federal, state and local codes and regulations related to assignments.
 Ability to effectively communicate with customers.

REPORTS TO:

Facilities Zone Manager

JOB GOAL

To ensure School Board facilities are maintained in a satisfactory and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Performs multi-trade repair and maintenance tasks in accordance with schedules and work repair needs.
- * (2) Assigns daily tasks to trades workers.
- * (3) Performs inspections to ensure a successful preventative maintenance program.
- * (4) Performs quality control inspections on completed jobs.
- * (5) Assists Zone Manager in the coordination, scheduling, supervision and inspection of assigned work.
- * (6) Assists Zone Manager in coordination of priorities and schedules with appropriate customers.
- * (7) Advises customers regarding the status of work orders.
- * (8) Works to ensure productivity goals are met.

MULTI TRADE LEAD PERSON (continued)

- *(9) Works to ensure a high level of customer satisfaction is achieved.
- *(10) Assists Zone Manager in processing and scheduling Zone team work in the maintenance tracking system.
- *(11) Estimates time and material costs for proposed work.
- *(12) Maintains appropriate records and orders all needed materials.
- *(13) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- *(14) Follow all School Board Policies, rules and regulations.
- (15) Performs other duties as assigned.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MULTI-TRADE/PLUMBING LEAD PERSON

SALARY SCHEDULE: SSP11 + APPLICABLE LEAD PAY

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) or more years of successful experience at the journeyman level in the Facilities Services Plumbing department.
- (3) Demonstrate familiarity with three of the following trades: Carpentry, Electrical, HVAC, Lock/Window Repair, Roofing and Utility Maintenance.
- (4) Minimum two years' experience in a leadership role in which the individual had direct responsibility for the day-to-day supervision of a work crew preferred.
- (5) Demonstrate knowledge of code, safety and environmental regulations.
- (6) Demonstrate ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (7) [Valid Florida Class "C" Driver's License, with ability to attain Class "B" certification.] Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill to effectively use the tools in all trade areas. (Knowledge of the preventative maintenance procedures associated with each trade area.) Ability to read drawings and schematics. Knowledge of the appropriate federal, state and local codes and regulations related to assignments. Ability to effectively communicate with customers.

REPORTS TO:

Facilities Zone Manager

JOB GOAL

To ensure School Board facilities are maintained in a satisfactory and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Performs multi-trade repair and maintenance tasks in accordance with schedules and work repair needs.
- * (2) Assigns daily tasks to trades workers.
- * (3) Performs inspections to ensure a successful preventative maintenance program.
- * (4) Performs quality control inspections on completed jobs.
- * (5) Assists Zone Manager in the coordination, scheduling, supervision and inspection of assigned work.
- * (6) Assists Zone Manager in coordination of priorities and schedules with appropriate customers.
- * (7) Advises customers regarding the status of work orders.
- * (8) Works to ensure productivity goals are met.
- * (9) Works to ensure a high level of customer satisfaction is achieved.

MULTI-TRADE/PLUMBING LEAD PERSON (continued)

- *(10) Assists Zone Manager in processing and scheduling Zone team work in the maintenance tracking system.
- *(11) Estimates time and material costs for proposed work.
- *(12) Maintains appropriate records and orders all needed materials.
- *(13) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- *(14) Follow all School Board Policies, rules and regulations.
- (15) Performs other duties as assigned.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PLUMBER

SALARY SCHEDULE: SSP-11

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Satisfactory completion of an apprenticeship program; or,
- (3) Minimum of four (4) years successful plumbing maintenance experience.
- (4) Must pass a written test and a hands-on test administered by Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).
- (5) Possess all necessary hand tools.
- (6) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work from blueprints and materials lists. Ability to use all trade associated tools and equipment. Ability to analyze problems and repair in a safe and timely manner. Knowledge of federal, state, local and Department of Education (DOE) codes and regulations. Ability to organize and prioritize assignments. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To maintain the plumbing system of the District in a safe and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, repair, adjust and maintain all plumbing equipment owned and/or operated by the District.
- * (2) Diagnose plumbing problems and repair in a safe, efficient and timely manner.
- * (3) Evaluate job assignments and identify and secure materials and supplies needed.
- * (4) Develop and maintain accurate data relative to department inventory needs.
- * (5) Instruct users in the proper application, care and use of plumbing equipment.
- * (6) Assist other trades with plumbing activities and maintenance as required.
- * (7) Demonstrate initiative in the performance of assigned responsibilities.
- * (8) Provide for a safe and secure workplace.
- * (9) Model and maintain high ethical standards.
- * (10) Follow attendance, punctuality and proper dress rules.
- * (11) Maintain confidentiality regarding school matters.
- * (12) Maintain positive relationships with staff and vendors.
- * (13) Participate in workshops and training sessions as required.
- * (14) Communicate effectively with staff, students and parents.
- * (15) Keep supervisor informed of potential problems or unusual events.
- * (16) Respond to inquiries and concerns in a timely manner.

PLUMBER (Continued)

- *(17) Prepare all required reports and maintain all appropriate records.
- *(18) Follow all School Board policies, rules and regulations.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRADES HELPER

SALARY SCHEDULE: SSP-8

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Minimum of 3 years experience at the apprentice level, either plumbing, electrical, carpentry or general building maintenance.
- (3) Demonstrated knowledge of the use and maintenance of trades tools and equipment.
- (4) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (5) [Valid Florida Class "D" Driver's License, with ability to attain Class "B" certification.] Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to utilize hand tools, power tools and all associated maintenance equipment.
- Knowledge of the basic principals required in building and grounds maintenance and repairs.
- Ability to follow a set schedule.
- Ability to organize and prioritize activities.
- Ability to work effectively as part of a team.

REPORTS TO:

Facilities Zone Manager or designee.

<p>JOB GOAL</p>

<p>To assist in the repair and maintenance of all District buildings and grounds.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assists tradesman in the installation/repair and maintenance of all building systems.
- * (2) Performs semi-skilled tasks related to various trades under the supervision of a leadman or tradesman.
- * (3) Cuts, threads and bends pipe to sizes and lengths as required by electricians and plumbers.
- * (4) Digs and back-fills trenches.
- * (5) Makes general minor repairs to buildings, door, walls, floors, windows, furniture and lockers.
- * (6) Maintains required records and reports relating to supplies, parts, equipment and work performed.
- * (7) Operates, cleans and maintains a variety of equipment.
- * (8) Cleans both exterior and interior job sites and vehicles using appropriate tools and equipment.
- * (9) Stocks vehicles with appropriate material and tools.
- * (10) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- * (11) Follow all School Board Policies, rules and regulations.
- (12) Performs other duties as assigned.

TRADES HELPER (continued)**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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MULTI-TRADE/ELECTRICAL LEAD PERSON

SALARY SCHEDULE: SSP11 + APPLICABLE LEAD PAY

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) or more years of successful experience at the journeyman level in the Facilities Services Electrical department.
- (3) Demonstrate familiarity with three of the following trades: Carpentry, Electrical, HVAC, Lock/Window Repair, Plumbing, Roofing and Utility Maintenance.
- (4) Minimum two years' experience in a leadership role in which the individual had direct responsibility for the day-to-day supervision of a work crew preferred.
- (5) Demonstrate knowledge of code, safety and environmental regulations.
- (6) Demonstrate ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (7) [Valid Florida Class "C" Driver's License, with ability to attain Class "B" certification.] Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill to effectively use the tools in all trade areas. (Knowledge of the preventative maintenance procedures associated with each trade area.) Ability to read drawings and schematics. Knowledge of the appropriate federal, state and local codes and regulations related to assignments. Ability to effectively communicate with customers.

REPORTS TO:

Facilities Zone Manager

JOB GOAL

To ensure School Board facilities are maintained in a satisfactory and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Performs multi-trade repair and maintenance tasks in accordance with schedules and work repair needs.
- *(2) Assigns daily tasks to trades workers.
- *(3) Performs inspections to ensure a successful preventative maintenance program.
- *(4) Performs quality control inspections on completed jobs.
- *(5) Assists Zone Manager in the coordination, scheduling, supervision and inspection of assigned work.
- *(6) Assists Zone Manager in coordination of priorities and schedules with appropriate customers.
- *(7) Advises customers regarding the status of work orders.
- *(8) Works to ensure productivity goals are met.
- *(9) Works to ensure a high level of customer satisfaction is achieved.

MULTI-TRADE/ELECTRICAL LEAD PERSON (continued)

- *(10) Assists Zone Manager in processing and scheduling Zone team work in the maintenance tracking system.
- *(11) Estimates time and material costs for proposed work.
- *(12) Maintains appropriate records and orders all needed materials.
- *(13) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- *(14) Follow all School Board Policies, rules and regulations.
- (15) Performs other duties as assigned.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ELECTRICIAN

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of a minimum of two (2) years training in electrical theory and procedures; or,
- (3) Acceptable equivalent experience as a maintenance electrician.
- (4) Possess or obtain within 6 months of hire a valid Municipality issued Journeyman Electrical License.
- (5) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. 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 schematics. Ability to do cross-over work in other trade areas if required. Knowledge of National Electrical Code and state, local and Department of Education (DOE) codes and regulations.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, repair, adjust and maintain all electrical equipment.
- * (2) Diagnose electrical circuits and effect repairs in a safe, efficient and timely manner.
- * (3) Evaluate needed repairs and identify needed materials and parts to complete maintenance assignments.
- * (4) Maintain accurate records of work performance.
- * (5) Perform all work in compliance with all National Electrical Codes, local, state and DOE codes and regulations.
- * (6) Develop accurate data relative to department inventory needs as required.
- * (7) Instruct users in the proper application and care of electrical equipment.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.

ELECTRICIAN (Continued)

- *(13) Maintain positive relationships with staff and vendors.
- *(14) Participate in workshops and training sessions as required.
- *(15) Communicate effectively with staff and vendors.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies and department policies and procedures.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

UTILITY MAINTENANCE TECHNICIAN

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years verifiable experience in the following disciplines: concrete work, brick and block masonry, operation of heavy equipment and fence layout and erection.
- (3) Possess a valid state of Florida Commercial Driver's Class A (CDL) License [(CDL)] with an air brake endorsement or be able to obtain one within 60 days of hire.
- (4) Must pass a written test and a hands-on test administered by Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with a minimal amount of supervision. Ability to use basic maintenance tools and equipment effectively. Ability to operate large tractors, front-end loader and dump truck. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform all duties relative to utilities maintenance and care of external facilities owned and/or operated by the District as assigned.
- * (2) Perform all routine maintenance of equipment utilized in utility maintenance.
- * (3) Construct, repair and maintain all facilities owned and/or operated by the District as assigned.
- * (4) Evaluate materials and equipment needed to perform assigned tasks.
- * (5) Maintain accurate records of work performed.
- * (6) Perform all work in compliance with all national, state, local and Department of Education (DOE) codes and regulations.
- * (7) Develop accurate data relative to department inventory needs.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.
- * (13) Maintain positive relationships with staff and vendors.
- * (14) Participate in workshops and training to update skills.

UTILITY MAINTENANCE (Continued)

- *(15) Communicate effectively with staff and vendors.
- *(16) Keep Supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

COMMERCIAL EQUIPMENT REPAIR MECHANIC

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of (5) years successful experience as mechanic for commercial mowing equipment, golf carts, tractors, and various commercial small engine grounds maintenance equipment above the apprentice level. (Must provide verification of work experience).
- (3) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of craft, equipment, applications, procedures and safety related to assignments. Ability to interface with Assistant Director, cost center heads, craft employees, vendors and other department employees. Possess effective proven analytical and decision-making abilities. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Manager, Facilities Services

JOB GOAL

To assist in developing, modifying and utilizing programs which will effectively meet present and future maintenance division needs pertaining to the repair of commercial mowing equipment, golf carts, tractors and various commercial small engine grounds maintenance equipment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect, repair and maintain golf carts, tractors, commercial mowing equipment and various commercial small engine grounds equipment.
- * (2) Perform light welding jobs, both steel and aluminum as required.
- * (3) Keep track of time and materials required on all work orders.
- * (4) Provide inservice and training to groundsmen on equipment as needed.
- * (5) Assist other trades employees as practical and possible.
- * (6) Demonstrate initiative in the performance of assigned responsibilities.
- * (7) Provide for a safe and secure workplace
- * (8) Model and maintain high ethical standards.
- * (9) Follow attendance, punctuality and proper dress rules.
- * (10) Maintain confidentiality regarding school matters.
- * (11) Maintain positive relationships with staff and vendors.
- * (12) Participate in workshops and training sessions as required.
- * (13) Communicate effectively with staff and vendors.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Prepare all required reports and maintain all appropriate records.

COMMERCIAL EQUIPMENT REPAIR MECHANIC (Continued)

- *(17) Follow all School Board policies and department policies and procedures.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the School District and its goals and priorities.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities