

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MAINTENANCE – GENERAL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida License with good driving record.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge in all areas of maintenance, *e.g.* construction, repair, maintenance, installation and alteration tasks. Knowledge of and ability to operate tools and equipment related to the position. Ability to interact with other trades and assist them. Knowledge of safety codes and state laws concerning maintenance requirements. Knowledge of occupational hazards and safety precautions. Ability to maintain records. Ability to read, speak and write the English language. Ability to work on a ladder.

REPORTS TO:

Maintenance Foreman

JOB GOAL

To perform unskilled and limited semi-skilled labor in maintaining the physical facilities of the district in a safe and healthy manner for all students and staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Performs duties related to grounds keeping work.
- *(2) Mows, edges, and otherwise maintains grounds and play areas.
- *(3) Removes refuse and paper from grounds.
- *(4) Assists in a variety of maintenance work not requiring specialized skills.
- *(5) Assists other maintenance by lifting, loading, unloading.
- *(6) Operates mowing tractor and other related machines.
- *(7) Maintains and cares for all tools used in the craft.
- *(8) Works from diagrams and rough sketches.
- *(9) Assists in all varieties of maintenance tasks.
- *(10) Assists in painting (sanding, caulking, patching, etc.) mechanics, masonry.
- *(11) Assists in the performance of general carpentry and/or mechanical maintenance.
- *(12) Assists in the installation and repair of whiteboards or other classroom equipment.
- *(13) Assists in the installation and repair of doors, shelving, desks and windows.

Maintenance – General - Continued

Employee Qualities/Responsibilities

- *(14) Meet and deal effectively with staff members and other contact persons using tact and good judgment.
- *(15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(16) Ensure adherence to good safety standards.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Model and maintain high ethical standards.
- *(19) Maintain knowledge and skills in assigned area to fulfill position goals and objectives.
- *(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(21) Exercise service orientation when working with others.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Use effective, positive interpersonal communication skills.
- *(24) Respond to inquiries and concerns in a timely manner.

System Support

- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(27) Demonstrate support for the school district and its goals and priorities.
- *(28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
Perform other tasks consistent with the goals and objectives of this position.

*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.

Job Description Supplement 01

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.

Board approved: May 8, 2012