

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### FACILITIES SPECIALIST I

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Valid Florida Driver's License.
- (3) Demonstrate aptitude or competency for assigned duties.
- (4) CDL (as required).

#### KNOWLEDGE, SKILLS AND ABILITIES:

Possess basic maintenance and grounds care skills. Must be able to complete an assigned schedule over a normal work day and be able to follow a well-established routine. Ability to work as a team member. Basic knowledge and computer skills to include but not limited to MS Word, MS Excel, Google. Must possess personal and customer service skills.

#### REPORTS TO:

Maintenance Supervisor, Coordinator, or Director (as applicable).

#### JOB GOAL

To assist the Maintenance Supervisor and other district employees, in the quest to provide students, teachers, and staff with safe and healthy buildings in which to work and learn. To help maintain the facilities throughout the district.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1)\* Assist Facilities Specialist II, III, IV and IVs in the performance of their duties.
- (2)\* Operate and maintain general equipment and tools.
- (3)\* Make deliveries and transport goods as needed.
- (4)\* Perform all phases of ground maintenance listed but not limited to (edge, distribute mulch, plant flowers, trees & shrubs, cut grass, trim hedges, trees, bushes and weed eat) as needed.
- (5)\* Prepare all surfaces for painting, basic knowledge of mixing and painting from supplier.
- (6)\* Work with a variety of chemicals, some of which will be independently mixed.
- (7)\* Operate pressure washer machinery safely and effectively to clean a variety of surfaces, maintain established schedule as requested and provide feedback to improve schedule efficiently, and erect scaffolding as needed.
- (8)\* Be available for schedule shift work.
- (9)\* Become familiar with the work order system (create work orders, print, distribute to personnel, and close out).
- (10) Perform other tasks consistent with the goals of the district as directed by the maintenance supervisor.
- (11)\* Maintain safe work environment.

**FACILITIES SPECIALIST I (Continued)**

**ENVIRONMENTAL CONDITIONS:**

Work both indoors and outdoors in a noisy, high heat/humidity and cold environments. Requires exposure to possible bodily injury from electrical shock, falling from heights, and blood borne pathogens.

**TECHNOLOGY ACCESS:**

None

**PHYSICAL REQUIREMENTS:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code: 8**

**Flagler Schools Strategic Framework – Resource & Support Systems**

**Approved 06/19/2018**