

SCHOOL DISTRICT OF DESOTO COUNTY

MAINTENANCE SPECIALIST / ELECTRICIAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida Driver's License
- (3) Considerable experience in performing most of the tasks associated with electrical work.
- (4) Three (3) years of successful maintenance experience.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate tools and equipment related to the position. An employee in this class performs a moderate to large variety of duties in the installation, maintenance, and repair of electrical systems, equipment, and fixtures. Work requires interpretation of prepared sketches, diagrams, schematics, and blueprints. Work assignments are performed in accordance with accepted practices. Employees resolve most problems independently, except for work of an unusual nature, in which a supervisor may be consulted. Errors in work could cause serious consequences, such as loss of human life and facilities. Employees receive limited supervision. 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 the ladder.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To assist in maintaining the physical facilities and grounds of the district in a safe and healthy manner for all students and staff.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Perform tasks specific to an identified trade, *e.g.*, electrical, plumbing, carpentry, HVAC.
2. Tests malfunctioning electrical systems and equipment.
3. Performs minor repairs to electrical systems and equipment.
4. Installs, maintains, alters, and repairs wiring, electrical devices, machinery, and equipment.
5. Measures, cuts, threads, bends, assembles, and installs conduit.
6. Draws wire through conduit and completes necessary splicing, soldering, and application of friction tape.
7. Installs and connects equipment to wiring systems.
8. Replaces damaged or broken wires and cables.
9. Replaces faulty electrical components.
10. Assist other trades within school maintenance.
11. Perform a variety of maintenance tasks.
12. Safely and effectively operate large vehicles, *e.g.*, trucks and tractors.

MAINTENANCE SPECIALIST/ELECTRICIAN (Continued)

13. Order parts and supplies as needed.
14. Sign completed work orders.
15. Perform regularly scheduled ground maintenance for schools, if assigned.
16. Demonstrate initiative in the performance of assigned responsibilities.
17. Performs other related work as required.

Employee Qualities/Responsibilities

18. Meet and deal effectively with the staff members, administrators and other contact persons using tact and good judgment.
19. Follow attendance, punctuality and other qualities of an appropriate work ethic.
20. Ensure adherence to good safety standards.
21. Maintain confidentiality regarding school/workplace matters.
22. Model and maintain high ethical standards.
23. Maintain expertise in assigned area to fulfill position goals and objectives.
24. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

25. Interface with other trades, staff and administrators.
26. Exercise service orientation when working with others.
27. Keep supervisor informed of potential problems or unusual events.
28. Use effective, positive interpersonal communication skills.
29. Respond to inquiries and concerns in a timely manner.

System Support

30. Exhibit interpersonal skills to work as an effective team member.
31. Follow federal and state laws as well as School Board policies, rules and regulations.
32. Demonstrate support for the school district and its goals and priorities.
33. Demonstrate initiative in identifying potential problems or opportunities for improvement.
34. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
35. Participate in cross-training activities as required.
36. Work extra hours or a flexible schedule if needed.
37. 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. Must be physically able to operate a variety of equipment and machinery including core drills, cherry pickers, scaffolds, electrical tools, etc. Must be physically able to operate a motor vehicle. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.

COMPENSATION:

Compensation for this position is Pay Lane **D10**

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.

MAINTENANCE SPECIALIST/ELECTRICIAN (Continued)

EVALUATION:

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