

SCHOOL DISTRICT OF DESOTO COUNTY

MAINTENANCE ASSISTANT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida Commercial Driver's License (CDL), Class B, within ninety (90) days of employment.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, write and speak English. Ability to follow oral and written instructions. Knowledge and skill in maintaining lawns, shrubbery and tree trimming. Skill in irrigation system repair. Ability to operate tractor and power mower. Ability to operate a motor vehicle and/or mechanized machinery. Knowledge of safety requirements for equipment used. Knowledge of simple tools used in maintenance and construction.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To maintain grounds and perform related work as assigned.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Maintain grounds, mow and groom all lawns assigned.
- *(2) Plant trees and shrubbery.
- *(3) Remove debris from walkways.
- *(4) Remove refuse and paper from grounds.
- *(5) Operate lawn maintenance equipment.
- *(6) Operate equipment such as light backhoe, dump truck, tractor.
- *(7) Clean and maintain equipment and tools.
- *(8) Perform a variety of maintenance tasks.
- *(9) Pick up, deliver and install furniture as needed.
- *(10) Provide delivery and pick-up services as assigned.
- *(11) Dig trenches for irrigation and electrical lines.
- *(12) Mix concrete when needed.
- *(13) Demonstrate initiative in the performance of assigned duties.

Employee Qualities/Responsibilities

- *(14) Meet and deal effectively with the staff members, administrators 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.

MAINTENANCE ASSISTANT (Continued)

- *(18) Model and maintain high ethical standards.
- *(19) Maintain expertise 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) Assist trade personnel and craftsmen in a variety of semi-skilled tasks.
- *(27) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(28) Demonstrate support for the school district and its goals and priorities.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(30) Maintain all appropriate records.
- *(31) Participate in cross-training activities as required.
- *(32) Work extra hours or a flexible schedule if needed.

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.

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.

COMPENSATION:

Compensation for this position is Pay Lane **D02**

EVALUATION:

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