

SCHOOL DISTRICT OF DESOTO COUNTY

MAINTENANCE SPECIALIST / PLUMBER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida Driver's License
- (3) Three (3) years of successful maintenance experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

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. General knowledge of plumbing systems, equipment, and fixtures. General knowledge of approved plumbing methods, practices, code requirements and safety standards. Working knowledge of the tools and equipment used in the installation and repair of plumbing systems and equipment. Some knowledge of the occupational hazards and safety precautions of plumbing work and other trades required of the position. Some knowledge of the maintenance requirements of plumbing and related equipment. Ability to use and care for hand and power tools and equipment necessary to perform plumbing installation and repair tasks. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships as necessitated by work assignments.

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. Knowledge in many areas of maintenance, *e.g.*, plumbing, electrical, carpentry, HVAC and concrete.
2. Assists in repairing and replacing broken water lines; un-stops sewer lines and drains; clears commode and sink drains.
3. Assists in performing maintenance and installation functions associated with all water system equipment.
4. Measures, cuts, threads, and assists in assembling and installing pipes and tubing.
5. Replaces and repairs hot water tanks; repairs garbage disposal; repairs circulating pumps; replaces booster heaters, gas hot water heaters, and gas pipes.
6. Repairs shower valves, shutoff valves, fountain coolers, and mixing valves.
7. Ensures the safe and efficient operation of fixtures, apparatus, and other elements of water distribution.

MAINTENANCE SPECIALIST/PLUMBER (Continued)

8. Performs other related work as required.
9. Must be physically able to operate a variety of equipment and machinery including ditchers, jack hammers, hammer drills, saws, shovels, probing rods, and various plumbing tools, etc. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.
10. Requires the ability to read work orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare activity logs and reports according to prescribed formats.
11. Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
12. Requires the ability to inspect items for proper length, width, and shape.
13. Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.
14. Assist other trades within school maintenance.
15. Perform a variety of maintenance tasks.
16. Safely and effectively operate large vehicles, *e.g.*, trucks and tractors.
17. Order parts and supplies as needed.
18. Sign completed work orders.
19. Perform regularly scheduled ground maintenance for schools, if assigned.
20. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

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

Inter/Intra-Agency Communication and Delivery

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

System Support

33. Exhibit interpersonal skills to work as an effective team member.
34. Follow federal and state laws as well as School Board policies, rules and regulations.
35. Demonstrate support for the school district and its goals and priorities.
36. Demonstrate initiative in identifying potential problems or opportunities for improvement.
37. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
38. Participate in cross-training activities as required.
39. Work extra hours or a flexible schedule if needed.
40. Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

MAINTENANCE SPECIALIST/PLUMBER (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.

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.

EVALUATION:

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