

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

MAINTENANCE SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be able to pass a background and drug test.
- (3) Must have an acceptable driving record and have a valid Florida Driver's License.
- (4) Must have a minimum of five years of experience in maintenance and/or construction.
- (5) Experience in school-based maintenance preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of construction trades. Ability to communicate orally and in writing. Knowledge of technology applications as they relate to the maintenance department. Knowledge of tools, methods and materials used in the repair, fabrication, and maintenance of general building structures. Ability to perform work involving physical strength and endurance and to withstand exposure to variable weather conditions. Ability to understand and follow oral and written instructions.

REPORTS TO: Maintenance Supervisor

JOB GOAL:

Perform unskilled and semi-skilled maintenance, repair, adjustment and minor construction work in the basic trades to ensure that facilities are properly maintained and meet approved standards. Assist less skilled staff in the completion of larger and more complex assignments. Duties may fall into a variety of trades areas, including, but not limited to: carpentry, painting, plumbing, electrical, mechanical, energy management, fire and life safety and locks.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Perform preventative maintenance for building systems (exterior envelopes and interior ceilings, floors, walls, windows, finishes and hardware, keys, panel alarm hardware, etc.), plumbing, electrical (lights, light tube changes, ballasts, outlets, circuitry, electrical panels), and mechanical systems including controls, pump and motors.
2. Repair facilities structures, systems and components, including performing minor repairs to building plumbing, low-voltage, and line voltage electric systems, door hardware, fire and life safety protection/equipment systems, sprinkler systems, and assisting in structural and roof inspections.
3. Install and repair fence.
4. Maintain lawns and playing fields.
5. Perform the maintenance of induction, air handling, and refrigeration units, including serving, cleaning and inspecting all related equipment.
6. Identify repair and maintenance projects requiring the assistance of contractors or vendors; gathers information as directed to assist in estimating/evaluating project costs.
7. Repair, maintain and install waste, vent, and domestic water distribution systems.
8. Perform welding or fabricating tasks.
9. Perform preventative maintenance.
10. Perform electronic recordkeeping to make the most efficient and effective use of computerized maintenance management and service request systems.
11. Maintain a working knowledge of materials, systems and code requirements related to maintenance of school facilities.
12. Respond to school emergencies and closures including adverse weather to be certain that all facilities are protected and remain operational. Assists with tasks required in preparing to open campuses after a closure including snow, ice and debris removal, systems and equipment checks and start-up operations as assigned.
13. Know and understand all safety procedures of the District.
14. Operate District vehicles, including tractors and other equipment and be responsible for safe operation of those vehicles.
15. Report any observed maintenance needs.
16. Maintain appropriate records and reports.
17. Perform other duties as assigned.

PHYSICAL REQUIREMENTS: Heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: Salary and other benefits shall be paid consistent with district's approved compensation plan; length of the work year and hours of employment shall be those established by the district. 256 days; (40-hour work week).

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

JOB DESCRIPTION SUPPLEMENT: Eight (8)

SALARY SCHEDULE: Support Lane Six (6)

BCSB approved: _____