

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MAINTENANCE GENERALIST, II

QUALIFICATIONS:

- (1) A high school diploma (or equivalent) at least six (6) years of experience in the field or in a related area
- (2) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in the procedures and safety measures in area(s) of specialty. Knowledgeable in commonly-used concepts, practices, and procedures within the particular field. Rely on instructions and pre-established guidelines to perform the functions of the job. Ability to perform maintenance service and repair work involving the skills of two or more maintenance or craft occupations to keep the structure of an establishment in repair. Duties may involve plumbing; carpentry; painting; plastering; repairing electrical or mechanical equipment; repairing buildings, floors, or stairs. Perform a variety of tasks. Work under general supervision.

REPORTS TO:

Director, Maintenance

JOB GOAL

To maintain the physical facilities in the District in good condition and to provide a safe, healthy and attractive facility for employees and students.

SUPERVISES:

May direct, lead and/or coordinate the work of others.

PERFORMANCE RESPONSIBILITIES:

- * (1) Repair, renovate or remodel facilities as needed.
- * (2) Install and/or repair windows as needed.
- * (3) Replace ceiling and floor tiles as required.
- (4) Maintain key system for the District.
- * (5) Maintain tools and equipment necessary to perform duties.
- * (6) Inventory tools and materials.
- (7) Requisition materials and supplies for jobs in progress.
- * (8) Provide Director of Maintenance with information needed to develop budget for fiscal year.
- (9) Supervise maintenance helpers/assistants to ascertain their work is in accordance with plans.
- * (10) Perform construction duties in accordance with blueprints, codes and regulations.
- (11) Assist other tradesmen and perform duties in conjunction with various trades.
- (12) Perform other incidental tasks consistent with goals and objectives of this positions.
- * (13) Ability to work in a constant state of alertness and safe manner.

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.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 8
Group 8 of the ESP Salary Schedule
DOE Job Code 81043

Revised Board Approval 06/25/2019