

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### GENERAL MAINTENANCE, SCHOOL

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Appropriate vocational / technical training or completion of an approved apprenticeship program
- (3) Valid Florida Driver's license.
- (4) Six (6) years of verifiable full time appropriate work experience may be used in lieu of educational requirement.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills essential to perform the repairing, restoration, and replacement of minor maintenance items. Skill to use hand and mechanical tools in a safe and efficient manner. Positive interpersonal skills. Ability to read and carry out assignments. Knowledge of the safe use of chemicals for cleaning and maintenance of lawns and shrubs.

#### REPORTS TO:

Director, Maintenance

#### JOB GOAL

To maintain the school plant to the level necessary for an efficient and effective learning / working environment.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assume responsibility for the routine maintenance of the entire school plant and grounds.
- \* (2) Locate and correct electrical power failure and other electrical malfunctions.
- \* (3) Maintain mechanical equipment by changing / cleaning filters to ensure proper operation.
- \* (4) Maintain valves, faucets, traps, sinks, sewers and piping systems to ensure proper function and a safe, healthy environment.
- \* (5) Maintain and repair floors, roof, stairways, doors, windows, and all structures to provide a safe and healthy learning center.
- \* (6) Operate and maintain all equipment essential to maintaining attractive and safe school grounds.
- \* (7) Mow grass, trim trees and shrubs as required.
- (8) Use fertilizers and pesticides as needed to maintain lawns and grounds.
- (9) Perform minor painting jobs.
- (10) Inventory supplies, materials and equipment.
- (11) Recommend purchase of items needed to perform this job.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(13) Ability to work in a constant state of alertness and safe manner.

**GENERAL MAINTENANCE, SCHOOL****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 evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8****DOE Job Code 81043**

Revised Board Approval 04/11/2017