

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EQUIPMENT/APPLIANCE REPAIR TECHNICIAN

**SALARY SCHEDULE: SSP10**

**COST CENTER: FACILITIES SERVICES (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years verifiable experience in repairing electrical appliances such as, but not limited to, vacuum cleaners, electrical motors and floor sweepers.
- (3) Possess a valid state of Florida Commercial Driver's License (CDL) or be able to obtain one with 60 days of hire.
- (4) Must pass a written and a hands-on test administered by the Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or the hands-on test will not be interviewed).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state, local and Department of Education codes and regulations. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to use all trade-associated tools and equipment. Ability to analyze problems and effect repairs in a safe, timely manner. Ability to communicate with school personnel.

**REPORTS TO:**

Trade Manager, Facilities Services

#### JOB GOAL

To maintain small appliances and equipment within the School Board System in a safe and cost-effective manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Repair, adjust and maintain all small appliances and equipment owned and/or operated by the District such as, but not limited to, vacuum cleaners, carpet machines, electrical hand tools, and others in a safe and efficient manner.
- \* (2) Evaluate repairs and identify materials / parts to complete and maintain accurate records of work performed.
- \* (3) Develop accurate data relative to department inventory needs
- \* (4) Instruct users for proper application and care of equipment.
- \* (5) Attend classes and seminars pertaining to appliance repair and maintenance in order to update skills.
- \* (6) Assist and respond to service calls in an efficient and orderly manner.
- \* (7) Maintain a courteous and professional manner.
- \* (8) Maintain work area in a safe and secure manner.
- \* (9) Use positive, effective interpersonal communication skills.
- \* (10) Adhere to high standards of punctuality, regular attendance and appropriate dress.

**EQUIPMENT/APPLIANCE REPAIR TECHNICIAN (Continued)**

- \*(11) Follow department policies and procedures.
- \*(12) Keep supervisor informed of potential problems or unusual events.
  
- \*(13) Respond to inquiries and concerns in a timely manner.
- \*(14) Prepare all required reports and maintain all appropriate records.
- \*(15) Follow all School Board policies and department policies and procedures.
- \*(16) Exhibit interpersonal skills to work as an effective team member.
- \*(17) Demonstrate support for the School District and its goals and priorities.
- \*(18) Maintain confidentiality regarding school matters.
- \*(19) Maintain positive relationships with staff and vendors.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities