

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CARPET / TILE REPAIRMAN

SALARY SCHEDULE: M2

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of a minimum of two (2) years schooling in carpet, tile and coatings skills and/or five (5) years experience in the carpet, tile and coatings trade.
- (3) Pass a written test, a hands-on test and an interview, scoring no less than a numerical grade of seventy-five (75) on each test.
- (4) Possess a valid Florida Class "D" Commercial Driver's License (CDL).
- (5) Must be willing to work night shift and/or weekends as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work from blueprints and material lists. Ability to use all trade associated tools and equipment. Ability to analyze problems and perform repairs in a safe and timely manner. Thorough knowledge of national, state, local and Department of Education codes and regulations related to assignments. Possess mathematical skills to perform calculations required to complete assignments. Ability to understand and perform instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to communicate effectively with a variety of personnel, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To evaluate, prepare and apply proper protective coverings and coatings to District facilities and equipment to ensure maximum, usable life.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform carpet, tile, covering and coatings installation and repairs as directed.
- * (2) Instruct users in the proper care of coated and covered surfaces.
- * (3) Evaluate repairs needed and identify materials and parts necessary to complete repairs.
- * (4) Diagnose carpet, tile, covering and coatings failures and effect proper corrective action to prevent reoccurrence.
- * (5) Develop accurate data relative to department inventory needs.
- * (6) Perform other duties as assigned and work overtime hours as necessary.
- * (7) Maintain accurate records of work performance.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.

CARPET / TILE REPAIRMAN (Continued)

- *(13) Maintain positive relationships with staff and vendors.
- *(14) Participate in workshops and training sessions as required.
- *(15) Communicate effectively with staff and vendors.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) 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