

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

COMMERCIAL EQUIPMENT REPAIR MECHANIC

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of (5) years successful experience as mechanic for commercial mowing equipment, golf carts, tractors, and various commercial small engine grounds maintenance equipment above the apprentice level. (Must provide verification of work experience).
- (3) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of craft, equipment, applications, procedures and safety related to assignments. Ability to interface with Assistant Director, cost center heads, craft employees, vendors and other department employees. Possess effective proven analytical and decision-making abilities. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Manager, Facilities Services

JOB GOAL

To assist in developing, modifying and utilizing programs which will effectively meet present and future maintenance division needs pertaining to the repair of commercial mowing equipment, golf carts, tractors and various commercial small engine grounds maintenance equipment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect, repair and maintain golf carts, tractors, commercial mowing equipment and various commercial small engine grounds equipment.
- * (2) Perform light welding jobs, both steel and aluminum as required.
- * (3) Keep track of time and materials required on all work orders.
- * (4) Provide inservice and training to groundsmen on equipment as needed.
- * (5) Assist other trades employees as practical and possible.
- * (6) Demonstrate initiative in the performance of assigned responsibilities.
- * (7) Provide for a safe and secure workplace
- * (8) Model and maintain high ethical standards.
- * (9) Follow attendance, punctuality and proper dress rules.
- * (10) Maintain confidentiality regarding school matters.
- * (11) Maintain positive relationships with staff and vendors.
- * (12) Participate in workshops and training sessions as required.
- * (13) Communicate effectively with staff and vendors.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Prepare all required reports and maintain all appropriate records.

COMMERCIAL EQUIPMENT REPAIR MECHANIC (Continued)

- *(17) Follow all School Board policies and department policies and procedures.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the School District and its goals and priorities.
- *(20) Sustained focus and attention to detail for extended periods of time.
- (21) 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