SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

UTILITY MAINTENANCE TECHNICIAN

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years verifiable experience in the following disciplines: concrete work, brick and block masonry, operation of heavy equipment and fence layout and erection.
3. Possess a valid state of Florida Commercial Driver’s Class A (CDL) License with an air brake endorsement or be able to obtain one within 60 days of hire.
4. Must pass a written test and a hands-on test administered by Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work effectively with a minimal amount of supervision.
- Ability to use basic maintenance tools and equipment effectively.
- Ability to operate large tractors, front-end loader and dump truck.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Perform all duties relative to utilities maintenance and care of external facilities owned and/or operated by the District as assigned.
* (2) Perform all routine maintenance of equipment utilized in utility maintenance.
* (3) Construct, repair and maintain all facilities owned and/or operated by the District as assigned.
* (4) Evaluate materials and equipment needed to perform assigned tasks.
* (5) Maintain accurate records of work performed.
* (6) Perform all work in compliance with all national, state, local and Department of Education (DOE) codes and regulations.
* (7) Develop accurate data relative to department inventory needs.
* (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.
* (13) Maintain positive relationships with staff and vendors.
* (14) Participate in workshops and training to update skills.
UTILITY MAINTENANCE (Continued)

*(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) Sustained focus and attention to detail for extended periods of time.
(23) 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