

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### TRADES HELPER

**SALARY SCHEDULE: SSP-8**

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

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Minimum of 3 years experience at the apprentice level, either plumbing, electrical, carpentry or general building maintenance.
- (3) Demonstrated knowledge of the use and maintenance of trades tools and equipment.
- (4) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (5) Possess a valid State of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to utilize hand tools, power tools and all associated maintenance equipment.  
 Knowledge of the basic principals required in building and grounds maintenance and repairs.  
 Ability to follow a set schedule.  
 Ability to organize and prioritize activities.  
 Ability to work effectively as part of a team.

**REPORTS TO:**

Facilities Zone Manager or designee.

<p><b>JOB GOAL</b></p>
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<p>To assist in the repair and maintenance of all District buildings and grounds.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assists tradesman in the installation/repair and maintenance of all building systems.
- \*(2) Performs semi-skilled tasks related to various trades under the supervision of a leadman or tradesman.
- \*(3) Cuts, threads and bends pipe to sizes and lengths as required by electricians and plumbers.
- \*(4) Digs and back-fills trenches.
- \*(5) Makes general minor repairs to buildings, door, walls, floors, windows, furniture and lockers.
- \*(6) Maintains required records and reports relating to supplies, parts, equipment and work performed.
- \*(7) Operates, cleans and maintains a variety of equipment.
- \*(8) Cleans both exterior and interior job sites and vehicles using appropriate tools and equipment.
- \*(9) Stocks vehicles with appropriate material and tools.
- \*(10) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- \*(11) Follow all School Board Policies, rules and regulations.
- \*(12) Sustained focus and attention to detail for extended periods of time.
- (13) Performs other duties as assigned.

**TRADES HELPER (continued)**

- \*(14) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**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