

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

MAINTENANCE TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three years experience in performing a variety of semi-skilled maintenance and repair tasks as a helper to a journeyman or as a handyman in at least one of the major trades.
- (3) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the standard tools, materials, methods and practices of the trade areas to which assigned. Knowledge of the occupational hazards and safety precautions of the work. Ability to make rough estimates of time and material requirements. Ability to understand and follow oral and written instructions and to interpret and work from rough sketches. Ability to develop skill in the use and care of tools, materials and equipment of the trade areas concerned. Ability to devise own methods for accomplishing assigned tasks and to work with some independence.

REPORTS TO:

Maintenance Foreman

JOB GOAL

To perform skilled and manual work in a variety of general maintenance tasks with two or more trade areas and assist with others.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Work independently with limited supervision.
- (2) Perform general maintenance and repair work, including cut, thread and bend conduit pipe to sizes and lengths as required by electricians; replace burned out fuses; clean and lubricate machinery and check brushes on fan motors.
- (3) Replace broken windows, glass desk tops, window operators, cut glass to size and shape, insert in windows using silicone.
- (4) Make general minor repairs to wood fixtures ramps, picnic benches, ladders, and frames; assist in the installation of door locks, hinges, shelf brackets, sash chains and other hardware fixtures; feed lumber into power saws, planers and joiners; operate power and manual tools in cutting, fitting, assembling and erecting wooden objects and structures.
- (5) Perform preventive maintenance on air conditioning equipment; assist the air conditioning mechanic.

Board Approved May 19, 1998
Amendment Board Approved April 15, 2003

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MAINTENANCE TECHNICIAN (Continued)

- (6) Mix plaster, mortar and cement; slake lime; carry tools and materials to mason engaged in building and repairing brick, stone or tile walls and structures.
- (7) Do rough painting, independently or under direction of journeyman or foreman; sand down furniture or other items to be painted, apply primer and finished coat using brush or spray gun.
- (8) Perform semi-skilled plumbing and pipe fitting tasks; make connections and assist tradesmen; perform routine, periodic manual duties.
- (9) Assist plumbers by unstopping sinks, toilets, hand basins, sewer lines and similar systems and facilities.
- (10) Erect scaffolding; load and unload materials, clean tools and work areas upon completion of project.
- (11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- (13) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Unit Compensation plan, pay grade 22-25
12 months
8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.