

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

MAINTENANCE WORKER I

QUALIFICATIONS:

1. One (1) year of experience in a maintenance field, carpentry, HVAC, electrical, plumbing, landscaping, etc.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Maintenance Foreman, Coordinator of Facilities and Operations, & Director of Facilities and Maintenance

SUPERVISES:

None

POSITION GOALS

Perform maintenance and repair work that ensures quality performance and timely accomplishment of all assigned tasks while maintaining a safe work environment.

PERFORMANCE RESPONSIBILITIES:

1. Act as a helper to a journeyman in a skilled trade performing duties as directed by a journeyman or maintenance supervisor.
2. Perform a variety of semi-skilled and unskilled carpentry, HVAC, plumbing, electrical, painting, landscaping, and general building maintenance.
3. Lift heavy objects on a routine basis.
4. Assure safe working environments for self and co-workers. Must always be alert to exercise safety precautions.
5. Drive a motor vehicle and/or heavy construction equipment.
6. Maintain a valid Florida driver's license and a safe driving record.
7. Work outdoors in a variety of weather conditions.
8. Participate in regular training and professional development as assigned.
9. Prepare and maintain accurate records applicable to work assignment. Perform daily record keeping and reporting.
10. Possess basic computer skills for operation of work order system, email, etc.
11. Operate routine maintenance and safety checks of equipment as required.
12. Work cooperatively with others in a team-based environment.
13. Perform other duties as assigned by the designated supervisor.

TERMS OF EMPLOYMENT: 12 months, 8 hours per day, 5 days per week. Salary to be based on the Board adopted non-instructional salary schedule.

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

Job Description Supplement No. 1