

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

MAINTENANCE WORKER III

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum five (5) years of experience in the same maintenance field/trade: carpentry, HVAC, electrical, plumbing, landscaping, etc.
3. Certification or licensure in the specified field.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced technical aptitude including knowledge, skills, and abilities required for the specialized position. Competency in performing tasks which are specifically related to the area of assignment. Leadership in mentoring with respect to the transfer of knowledge, skills, and abilities of the position's assignment area. Ability to use and care for tools and equipment. Ability to keep records of repair and service and create reports. Ability to follow oral and written instruction. Aptitude for leadership role in guiding and overseeing work activities of entry and journey-level staff. Ability to work with diverse groups, and effectively communicate, orally and in writing.

REPORTS TO:

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

SUPERVISES:

Other Non-Instructional Personnel as assigned.

POSITION GOALS

Performs 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 independently and advise the appropriate maintenance supervisor of needed work and approximate time and materials needed to complete work.

2. Perform a variety of skilled tasks in the assigned area such as carpentry, HVAC, plumbing, electrical, painting, or landscaping.
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. Operate routine maintenance and safety checks of equipment as required.
11. Work cooperatively with others in a team-based environment.
12. Lead and Monitor progress on the job site.
13. Demonstrates leadership qualities on job site and with other maintenance employees.
14. 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