



Job Title: Construction Mechanic I

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 17

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform a wide variety of semi-skilled construction, renovation, maintenance, and repair work in two or more of the trade disciplines, e.g., electrical, masonry, plumbing, painting, HVAC systems, carpentry.

ESSENTIAL JOB FUNCTIONS

- Performs routine and moderately complex tasks in the construction, renovation, modification, installation and repair of buildings, equipment, apparatus, and facilities.
- Performs duties according to acquired skills and knowledge in the trade disciplines, e.g., painting, masonry, electrical, carpentry, plumbing, mechanical, and HVAC systems.
- Performs basic plumbing work in replacing valves and fixtures.
- Performs basic carpentry work, e.g., building shelving, cabinetry, and framework.
- Performs routine electrical work to buildings, boxes, and switches; install ballasts, wiring, and fixtures.
- Performs basic tile work, plastering, cement, masonry, block, and drywall work.
- Assists in performing construction and renovation on heating, ventilation and air conditioning (HVAC) systems and components, e.g., rooftop air conditioning units, pumps, air and water cooled chillers, electrical and gas fired boilers, cooling towers, heat pumps, etc.
- Performs a variety of cleanup tasks at job sites and other locations.
- Picks up and delivers materials to job sites; unloads delivery trucks; operates forklifts and other equipment.
- Reads and interprets blueprints, sketches, or building plans for information pertaining to type of material required and dimensions of equipment, system, or fixture to be fabricated.
- Ensures proper care in the use and maintenance of equipment and supplies; performs routine duties involving the repair and maintenance of tools, equipment, and accessories.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; maintains cleanliness of painting facilities and equipment; maintains inventory of materials.

- Reports equipment malfunctions and facility maintenance needs to immediate supervisor.
- May perform the following: preparation of cost estimates, material orders, reports, and maintenance of records.
- Requisitions and/or purchases supplies and materials.
- Maintains various records and reports, e.g., records work order logs, maintains inventory of materials, evaluates and prepares cost estimates for various projects.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Two (2) years responsible experience performing facilities construction or renovation in two or more of the trade disciplines, e.g., painting, carpentry, electrical, HVAC systems, plumbing.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of practices, methods, and techniques of general construction and/or material and equipment handling.
- Requires the ability to display knowledge of various power and hand tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to perform general construction.
- Requires the ability to use power and hand tools.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to repair, develop, or install telecommunications systems.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, crouch, or crawl, and is occasionally required to lift and/or move more than 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval:

Date of Revision: