



Job Title: Maintenance 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 – 16

**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 maintenance, repair, and construction tasks to District buildings, facilities, grounds, and equipment.

ESSENTIAL JOB FUNCTIONS

- Performs moderately complex physically demanding semi-skilled maintenance and repair tasks of buildings, grounds, and school and athletic equipment, requiring use and working knowledge of specialized tools, equipment, and/or materials.
- May maintain fleet of lawn equipment; repairs equipment as needed.
- Performs general maintenance tasks in various trades, e.g., plumbing, carpentry, painting.
- May lead entry level, Maintenance Workers I and II, in various maintenance and grounds keeping tasks; may perform various special projects.
- May perform basic lawn care and landscaping tasks; operates various lawn care equipment, i.e., lawn mower, tractor, edger, blower.
- May perform repairs of vacuums, buffers, scrubbers, carpet extractors, flag poles, playground equipment, basketball baskets, fences, and gates.
- May operate various equipment and transportation vehicles with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures, e.g., tractor, forklift, automobiles, trucks.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., broken equipment, plumbing problems, broken glass.
- Performs various tasks in general facility maintenance, i.e., changing light bulbs, installing equipment, cutting, and replacing air condition filters.
- Prepares work area prior to beginning job and cleans area after completion of job.
- Adjusts mechanical equipment and performs preventive and routine corrective maintenance; maintains cleanliness and efficiency of grounds keeping and maintenance tools and equipment.
- 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.
- Estimates material requirements and costs.
- 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.
- May assist locksmith in the maintenance and repair of locks and door fixtures.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Three (3) years of responsible experience performing general maintenance and grounds keeping work, to include experience in a lead position.
- 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 and CDL endorsement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of practices, methods, and techniques of general maintenance and/or material and equipment handling.
- Requires the ability to display knowledge of various power and hand tools. Occupational hazards and safety precautions.
- Requires the ability to perform general maintenance.
- Requires the ability to use or repair power and hand tools.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to prepare and/or process purchase orders and maintain inventory.

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, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: