



**Job Title:** Maintenance Mechanic II

### **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 – 19

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.
- Performs general maintenance tasks in various trades, e.g., plumbing, carpentry, painting, HVAC.
- Maintains various piping systems, including metal pipe systems, gas piping systems, and kitchen piping systems.
- May lead entry level Maintenance Mechanics, and 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 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.
- Assists HVAC Technicians with HVAC-related repairs.
- Conforms to all safety procedures.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Four (4) 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- 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.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to perform general maintenance.
- Requires the ability to use power and hand tools.
- Requires the ability to determine the approach for doing work based on provided guidelines.
- 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, medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

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

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

**Date of Revision:**