



**Job Title:** Maintenance Worker 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 – 10

**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 general maintenance and grounds keeping work in the assigned functional area.

## **ESSENTIAL JOB FUNCTIONS**

- Performs physically demanding maintenance tasks requiring use of moderately heavy equipment and tools, e.g., hammer, shovel, electric drill.
- 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.
- Maintains cleanliness and efficiency of grounds keeping and maintenance tools and equipment.
- May assist with bus maintenance, including upholster work, seat foam replacement, replacement of seat covers and seat belts, and glass window replacement.
- 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 be assigned to assist a skilled trades person.
- 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; Supplemented by a demonstrated ability to perform the physical requirements of the work.
- One (1) year of experience performing general maintenance work preferred.
- 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 maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use or repair small/light equipment, such as power tools, and medium equipment and machinery, such as vehicles or commercial mowers.

**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.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

**Date of Revision:**