

**Job Title:**                   **Shop Leader –  
Construction/Maintenance**



## **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 – 23

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to coordinate and oversee a wide variety of semiskilled maintenance and repair work in one or more of the trade disciplines, e.g., electrical, masonry, plumbing, carpentry.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates, inspects, and performs operation of a wide variety of semi-skilled maintenance and repair work in one or more of the trade disciplines; assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine manpower, tools, equipment, and materials requirements and assigns work orders accordingly.
- Performs highly complex and specialized tasks in the construction, renovation, modification, installation, and repair of buildings, equipment, apparatus, and facilities.
- Coordinates and instructs the work of entry level Construction Mechanics; assists entry level staff in the completion of complex or highly skilled installation, maintenance, and repair work.
- Performs duties according to acquired skills and knowledge in the trade disciplines, e.g., painting, electrical, carpentry, plumbing, pump-mechanical.
- Performs plumbing work in repairing valves and fixtures; replaces old lines and broken fixtures.
- Performs carpentry work, e.g., building shelving, paneling, and framework.
- Performs electrical repairs to buildings, boxes, and switches; replace ballasts, wiring, and fixtures.
- Performs tile work, plastering, cement, masonry, and block work.
- Performs a variety of clean-up 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
- Ensures all waste and hazardous materials are disposed of 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.
- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; estimates time and materials for repairs.
- 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.
- Six (6) years of responsible experience performing facilities maintenance in two or more of the trade disciplines, to include experience in a senior position, e.g., painting, carpentry, electrical, plumbing.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Journeyman License in specialty area preferred.
- Must possess and maintain a valid Driver License.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of supervisory principles and practices.
- 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 act as a lead worker.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.

- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to working with hand and power tools.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to display computer skills in software for word processing, spreadsheets, etc.

**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, pushing, pulling, repetitive motion, speaking, talking, and visual acuity.

**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:**