



Job Title: Shop Leader – Grounds

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 – 22

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 skilled work in the operation of a wide variety of heavy vehicles, equipment, and machinery with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures.

ESSENTIAL JOB FUNCTIONS

- Coordinates, inspects, and performs operation of a wide variety of light and heavy vehicles, equipment, and machinery; Assigns work and projects to personnel and reviews project status.
- Handles erosion repair, installs drain boxes and ditches, performs pest control and lawn work, asphalt and concrete repair work, and tree work.
- 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.
- Operates various heavy equipment, grounds keeping, and transportation vehicles with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures.
- Transports various construction, renovation, and maintenance materials and supplies to and from various school storage facilities and campuses.
- Verifies materials to be transported with delivery inventory lists; Loads and unloads trucks and trailers.
- Operates and maintains various equipment for a wide variety of maintenance and transportation tasks.
- Uses blocks, tackles, skids, flats, pallets, dollies, and other loading, transporting and storing devices as needed.
- Performs all duties in compliance with all established standards governing the safe and proper operation assigned equipment and machinery.

- Coordinates general safety inspections and general maintenance of the vehicles; Maintains vehicle cleanliness and sanitation; Performs minor maintenance and servicing of vehicles; Reports necessary truck or equipment repairs to supervisor.
- Keeps assigned tools and equipment in operational order by performing routine maintenance, repairs, and adjustments.
- Ensures all waste and hazardous materials are disposed of in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of equipment; Maintains inventory of materials.
- Performs various administrative duties, e.g., estimates time and materials for repairs, maintains appropriate repair logs and records; Maintains parts and equipment inventory records.
- Prepares various mileage, accident, or damage reports as necessary.
- Maintains various records and reports, e.g., records work order logs, maintains inventory of materials, equipment use, and fuel and oil consumption logs.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent and up to one year of specialized or technical training beyond high school.
- Seven (7) to ten (10) years of responsible experience in the commercial transportation of materials, supplies and equipment and the operation of heavy equipment and machinery.
- An equivalent 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 Class "A" Commercial Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of local, State, and Federal driving laws and regulations as they relate to truck, equipment, and machinery operations.
- Requires the ability to display knowledge of city roads and transportation routes.
- Requires the ability to display knowledge of occupational safety hazards and safety precautions.
- Requires the ability to display knowledge of care and operation of transportation equipment.
- Requires the ability to display knowledge of applicable regulatory agency regulations and requirements.
- Requires the ability to Acting as a lead worker.
- Requires the ability to display knowledge of operation of heavy construction equipment and/or vehicles.
- Requires the ability to perform labor intensive work.
- Requires the ability to maintain operating logs and records.
- Requires the ability to read and interpret public road maps.
- Requires the ability to Recognize and report hazards and apply safe work methods

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, sit, or walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, or crouch, and lift and/or move up to 100 pounds, and may occasionally be required to lift over 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, grasping, hearing, mental acuity, pulling, pushing, 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: