

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Mechanic's Helper

GENERAL DESCRIPTION

To assist in maintaining and repairing facilities in an efficient manner as District needs demand with minimal service

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists with any area of the Division in which employee is assigned.

Operates tools and equipment of the assigned trade in a safe and proper manner.

Performs routine, minor repairs and maintenance tasks under assigned mechanic's direction and guidance.

Performs assistance work under assigned Mechanic's direction and guidance.

Assists in performing labor related tasks in support of the assigned trade as directed by assigned mechanic.

Obtains tools and materials on assigned tasks.

Performs routine preventative maintenance tasks in assigned trade.

Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.

Safely operates and works from ladders, scaffolding, platforms and personnel lifts.

Picks up trash and insures area is clean of any debris.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include

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numbers, words, symbols, ideas, concepts, and oral verbalizations.

Minimal requirements which may include assessing and/or conceptualizing work environment, conditions and job completion task requirements including resource needs.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or and calculating ratios, rates and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

Equipment Usage:

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"Equipment 10/30/2014 Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

High School Diploma or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Three years documentable experience in grounds maintenance is preferred.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

Physical Requirements: Very Heavy Work

Physical Activity: Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

Working Conditions: Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

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(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Assistant Director

Supervises:

No supervisory duties

PAY GRADE: From: M1S01 To: W2S02

Number of Months: 12 Number of Days: 254 Hours:

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016