

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Lead Worker Operations

GENERAL DESCRIPTION

The essential function of this position within the organization is to provide general repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

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.

Supports the training of assigned personnel in the safe use of tools, equipment and chemicals.

Leads crew and performs general maintenance and repair work on the District physical plant involving air conditioning and refrigeration, carpentry, electrical, plumbing, masonry, architectural hardware, irrigation and other building trades.

Performs and documents routine preventative maintenance on equipment and systems.

Assists in planning and estimating maintenance and repair projects.

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

Accurately and promptly documents labor hours and materials expended on assigned tasks.

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

Instructs crew and ensures the proper completion of work performed.

Assists in the design of technical facilities requirements on projects and verifying the performance of work completed under purchase order contracts.

Estimates and plans maintenance and construction projects.

Maintains accountability and inventory for assigned tools and equipment.

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.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

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 calculating ratios, rates and percents.

Communications Requirements:

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

Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially 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:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools,

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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 extensive 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.

Class “D” CDL license and a valid Florida Drivers license required.

Journeyman Card/License preferred.

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.

Five (5) years of verifiable combined basic experience in carpentry, electrical, plumbing, masonry and other building maintenance trades with three (3) years supervisory experience.

Knowledge of technology as related to specific job functions.

Knowledge of building and repair methods.

Knowledge of all trades.

Knowledge of school operations.

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Ability to perform work in all trades (air conditioning, masonry, plumbing, carpentry, etc.).

Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

Ability to read and comprehend construction drawings.

Ability to perform the essential physical job functions/responsibilities of the position.

Skill in the use of tools and equipment.

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

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

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

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

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, depth perception and texture 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:

Director Operations

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Supervises:

N/A

PAY GRADE: From: M1S00 To: M1110

Number of Months: Number of Days: 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