

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Other Maintenance Personnel

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in maintaining and repairing facilities in an efficient manner as District needs demand with minimal service interruption.

### **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.

### **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 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:**

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

Takes direction or supports others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

**Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires 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, subtraction, multiplication, measurement and division.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads with basic proficiency, reads directions; speaks english/spanish/french.

**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 semi-skilled work involving set procedures and rules but with occasional problems; requires normal attention with short 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.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:**

*“Equipment 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 judgment 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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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## **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 preferred.

Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Knowledge of technology as related to specific job functions.

### **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.*

One (1) year of verifiable general maintenance experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

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

Very Heavy Work, exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or in excess of 20 pounds of force constantly to move objects. Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions.

### **Unavoidable Hazards:**

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

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

### **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

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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: M8SA1 To: M8SO2

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