



## **JOB DESCRIPTION – Maintenance Worker II**

### **JOB GOAL:**

To assist in maintaining schools/facilities to allow students and staff can work in a healthy and safe environment.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Verified experience in at least two of the following fields: refrigeration, electrical, plumbing, heating, or carpentry.
3. Licensure / certification as required
4. Possess a valid state of Florida Driver's License.
5. Must provide written references upon the request of the Superintendent.

### **REPORTS TO:**

Director of Maintenance and Transportation

### **SUPERVISES:**

N/A

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of and skill to effectively use the tools of the trade.
2. Knowledge of preventive maintenance programs and local, state, and federal requirements.
3. Ability to communicate effectively both orally and in writing.
4. Ability to read and follow instructions.
5. Ability to perform cross-over work in several trade areas.

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Assist Maintenance Worker I in all duties.
2. Maintain, service/repair refrigeration, heating, cooling, electrical and plumbing facilities.
3. Diagnose and trouble-shoot problems with mechanical equipment.
4. Perform minor carpentry work as assigned.
5. Read construction blueprints, factory details and circuitry schematics related to daily assignments.
6. Utilize and maintain proper tools and equipment required to complete work assignments.
7. Develop labor and material costs in planning as required.
8. Assist in placing orders and bids, if needed, for parts and materials.
9. Provide emergency repair service as directed.
10. Assist other maintenance personnel with tasks as needed or directed.
11. Assist in maintaining an inventory of parts and materials as needed.
12. Assist in developing and maintaining a preventive maintenance program.
13. Participate in casualty prevention tests and inspections as required.
14. Load and drive maintenance vehicle to assigned site as required.

Effective: July 2022

### Inter/Intra Agency Communication Delivery

15. Communicate effectively with staff and vendors.
16. Keep Supervisor informed of potential problems or unusual events.
17. Respond to inquiries and concerns in a timely manner.

### Employee Qualities / Responsibilities

17. Demonstrate initiative in the performance of assigned responsibilities.
18. Provide for a safe and secure workplace.
19. Model and maintain high ethical standards.
20. Follow attendance, punctuality, and proper dress rules.
21. Maintain confidentiality regarding school matters.
22. Maintain positive relationships with staff and vendors.
23. Participate in workshops and training sessions as required.

### System Support

24. Prepare all required reports and maintain all appropriate records.
25. Follow all School Board policies, rules, and regulations.
26. Exhibit interpersonal skills to work as an effective team member.
27. Demonstrate support for the School District and its goals and priorities
28. Perform other incidental tasks consistent with the goals and objectives of this position.

### **OTHER DUTIES & RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

### **PHYSICAL REQUIREMENTS:**

1. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/ or up to 20 pounds of force as needed to move objects.
2. Sit, stand, and walk for required periods of time.
3. Reach/handle objects.

### **TERMS OF EMPLOYMENT:**

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

### **ENVIRONMENTAL DEMANDS:**

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

SCHOOL BOARD APPROVED: April 12, 2022