

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EQUIPMENT REPAIR TECHNICIAN

SALARY SCHEDULE: SSP11

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful experience working on commercial food service equipment; or,
- (3) Minimum of seven (7) years successful experience in a related field.
- (4) Take and pass a food service equipment technician examination at an eighty-five percent (85%) passing rate.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively communicate with a variety of customers in a fast-paced and demanding environment. Ability to work independently with limited direct supervision. Ability to read wiring schematics and work with electrical testing and metering devices. Possess a working knowledge of commercial refrigeration equipment, propane and natural gas equipment. Ability to perform minor electrical and plumbing repairs. Ability to schedule work and coordinate equipment installation with School Board employees and outside vendors and contractors. Ability to analyze and solve problems in a safe and timely manner. Possess a thorough knowledge of national, state, local and Department of Education (DOE) codes and regulations.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To organize, supervise and personally perform installation, repair and maintenance of food service equipment in a large, multi-unit environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Repair, adjust and maintain commercial food service equipment.
- * (2) Perform inspections of work completed by outside contractors.
- * (3) Develop and maintain accurate records of work performed, inventory used and inventory needed for future uses.
- * (4) Schedule and/or perform installation of commercial food service equipment in accordance with all national, state, local and DOE codes and regulations.
- * (5) Provide input on food service equipment needs in the schools and make recommendations regarding equipment specifications and bid language.
- * (6) Attend classes and workshops, as recommended by supervisor, to update knowledge and skills on the use and repair of food service equipment.
- * (7) Prepare all required reports and maintain appropriate records.
- * (8) Maintain positive relationships with staff and vendors.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Provide for a safe and secure workplace.

EQUIPMENT REPAIR TECHNICIAN (Continued)

- *(11) Model and maintain high ethical standards.
- *(12) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(13) Keep supervisor informed of potential problems or unusual events.
- *(14) Respond to inquiries and concerns in a timely manner.
- *(15) Follow all School Board policies, rules and regulations.
- *(16) Exhibit interpersonal skills to work as an effective team member.
- *(17) Demonstrate support for the School District and its goals and priorities.
- *(18) Maintain confidentiality regarding school matters.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities