

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

UTILITY MAINTENANCE TECHNICIAN

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years verifiable experience in the following disciplines: concrete work, brick and block masonry, operation of heavy equipment and fence layout and erection.
- (3) Possess a valid state of Florida Commercial Driver's Class A (CDL) License with an air brake endorsement or be able to obtain one within 60 days of hire.
- (4) Must pass a written test and a hands-on test administered by Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with a minimal amount of supervision. Ability to use basic maintenance tools and equipment effectively. Ability to operate large tractors, front-end loader and dump truck. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform all duties relative to utilities maintenance and care of external facilities owned and/or operated by the District as assigned.
- * (2) Perform all routine maintenance of equipment utilized in utility maintenance.
- * (3) Construct, repair and maintain all facilities owned and/or operated by the District as assigned.
- * (4) Evaluate materials and equipment needed to perform assigned tasks.
- * (5) Maintain accurate records of work performed.
- * (6) Perform all work in compliance with all national, state, local and Department of Education (DOE) codes and regulations.
- * (7) Develop accurate data relative to department inventory needs.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.
- * (13) Maintain positive relationships with staff and vendors.
- * (14) Participate in workshops and training to update skills.
- * (15) Communicate effectively with staff and vendors.
- * (16) Keep Supervisor informed of potential problems or unusual events.

UTILITY MAINTENANCE (Continued)

- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(24) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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