

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ELECTRO-MECHANICAL GAS EQUIPMENT TECHNICIAN

**SALARY SCHEDULE: SSP-10**

**COST CENTER: FACILITIES SERVICES (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years verifiable experience in repairing electrical and gas appliances such as, but not limited to: water heaters, boilers, vacuum cleaners, electrical motors, floor sweepers and laundry equipment.
- (3) Must pass a written and a hands-on test administered by the Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or the hands on test will not be interviewed).
- (4) Must possess and maintain a Liquefied Petroleum Gas "Qualifier 0408 Certificate", Issued by the State of Florida, Department of Agriculture and Consumer Services.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state, local and Department of Education codes and regulations. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to use all trade-associated tools and equipment. Ability to analyze problems and effect repairs in a safe, timely manner. Ability to communicate with school personnel.

**REPORTS TO:**

Manager, Facilities Services

**JOB GOAL**

To maintain small appliances and gas operated equipment within the School Board System in a safe and cost-effective manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Repair, adjust and maintain all small appliances and equipment owned and/or operated by the district such as, but not limited to, vacuum cleaners, carpet machines, electrical hand tools, washing machines, clothes dryers, hot water heaters, booster heaters, boilers and others related equipment in a safe and efficient manner. Must also have the ability to read gas pressure and adjust and/or repair natural and propane gas regulators as needed.
- \* (2) Read blueprints, schematics, diagrams and technical orders to determine methods and sequences of order.
- \* (3) Install electrical and electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.
- \* (4) Evaluate repairs and identify materials / parts to complete and maintain accurate records of work performed.
- \* (5) Develop accurate data relative to department inventory needs.
- \* (6) Instruct users for proper application and care of equipment.
- \* (7) Attend classes and seminars pertaining to appliance repair and maintenance in order to update skills.

- \* (8) Assist and respond to service calls in an efficient and orderly manner.
- \* (9) Maintain a courteous and professional manner.
- \* (10) Maintain work area in a safe and secure manner.
- \* (11) Use positive, effective interpersonal communication skills.
- \* (12) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \* (13) Follow department policies and procedures.
- \* (14) Keep supervisor informed of potential problems or unusual events.
- \* (15) Respond to inquiries and concerns in a timely manner.
- \* (16) Prepare all required reports and maintain all appropriate records.
- \* (17) Follow all School Board policies and department policies and procedures.
- \* (18) Exhibit interpersonal skills to work as an effective team member.
- \* (19) Demonstrate support for the School District and its goals and priorities.
- \* (20) Maintain confidentiality regarding school matters.
- \* (21) Maintain positive relationships with staff and vendors.
- (22) 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