

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Laborer, Operations</b>	<b>Job Code: 79035</b>
<b>Job Classification:</b>	<b>18 Service Workers</b>	<b>EEO Line: 54</b>
<b>Job Class Category:</b>	<b>Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Director, Maintenance Department</b>	<b>Salary Locator: Classified Schedule</b>

**PCSD positions that also fall under this description are Fencing Specialist**

### SUMMARY:

Maintains schools and other facilities to the extent that students and employees can work in a healthy and safe environment.

### QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Prior semi-skilled work with construction trades
- (4) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Knowledge of variety of tools and machines such as forklifts, levels, lifts, power tools, grinders, saws, pressure washers and other equipment.
- (4) Hand-eye coordination and endurance
- (5) Maintain high degree of initiative and dependability.

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Must work quickly, productively and safely without error and consistently meet the production goals as set by the foreman or department director.
- (3) Cleaning and preparing a job site. Loading, transporting and delivering materials.
- (4) Operate and maintain heavy equipment as directed.
- (5) Perform the duties of a locksmith, i.e., replace locks, re-key doors and all other hardware
- (6) Lift and carry lumber, tools, and numerous other materials and tools
- (7) Load and unload maintenance vehicles.
- (8) Assist other tradesmen or perform other essential duties in conjunction with other trades.
- (9) Follow established safety rules and regulations and maintain a safe and clean working environment
- (10) Perform other incidental tasks consistent with the goals and objectives of this position as directed

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and 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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

February 2004

Amended: May 20, 2014