

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Lead Worker, Maintenance	Job Code: 81015
Job Classification:	18 Service Workers	EEO Line: 52
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Director, Maintenance Department	Salary Locator: Classified Schedule

SUMMARY:

Performs routine and extensive preventative maintenance and repair procedures on facilities and mechanical equipment.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Commercial Driver's License (CDL) and acceptable driving record
- (3) 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) Ability to use heavy equipment including tractors, front-end loaders, back hoes, and mowing equipment.
- (4) Ability to schedule and supervise the work of crew members.
- (5) Knowledge of all aspects of custodial work
- (6) Knowledge of and ability to supervise the use of herbicides and pesticides.
- (7) Knowledge of laws, rules and policies related to safety and sanitation.
- (8) Hand-eye coordination and endurance.
- (9) 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) Provide leadership and oversight for crew members in accomplishing their assigned duties.
- (4) Apply and supervise the application of herbicides and pesticides as needed.
- (5) Assist other tradesmen or perform other duties in conjunction with other trades.
- (6) Assist in moving of furniture and equipment upon request
- (7) Mowing of fields, facilities and other areas as directed
- (8) Load and unload materials and supplies.
- (9) Operate tractor, back hoe, front-end loader, mower, and other equipment as needed to accomplish assigned tasks.
- (10) Respond to emergency maintenance requests as required.
- (11) Follow established safety rules and regulations and maintain a safe and clean working environment
- (12) 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