

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Maintenance Worker/Trades Worker</b>	<b>Job Code: 81043</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>

### SUMMARY:

This is skilled manual work at the highest level in several skilled trades serving all District facilities.

### QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Experience in maintenance and 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 to work from diagrams, sketches, and oral and written instruction.
- (2) Knowledge of applicable codes, including FAC Chapter 6A-2. .
- (3) Considerable knowledge of the standard practices, materials, methods and equipment of various trades including electrical and plumbing.
- (4) Skill in using tools and materials required by applicable trade.
- (5) Hand-eye coordination and endurance.
- (6) 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) Work closely with Director of Maintenance to establish and maintain a planned program of preventative maintenance for facilities in assigned area.
- (3) Must work quickly, productively and safely without error and consistently meet the production goals as set by foreman or department director.
- (4) Assist department director in budgeting and planning.
- (5) Secure equipment, materials and supplies needed to adequately complete work orders.
- (6) Perform general maintenance duties for facilities in assigned area.
- (7) Coordinate with two-fold water contractors in upkeep of Waste Water Treatment facilities.
- (8) Assist other tradesmen or perform other essential duties in conjunction with other trades.
- (9) 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, 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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVED:**

February 2004

Amended: May 20, 2014