

**School District of Santa Rosa County
Job Description**

Flooring Mechanic

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 85540	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Installs, maintains and repairs all categories of floor coverings, such as carpet, vinyl tile, wooden floor systems, and ceramics;
- Installs stair trends, cove base, and repairs concrete floors;
- Selects and applies proper floor covering adhesives;
- Inspects contract floor covering projects to insure proper installation, makes estimates and measurements of proposed floor covering projects;
- Conducts floor covering inspections of schools and completes necessary repairs and replacement;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Complies with county policies;
- Follows safety precautions;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foremen

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED;
- Four years of full-time experience in the flooring trade.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Use and care of flooring tools, equipment and materials of the flooring trade.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires lifting of over 75 pounds. Works outside and inside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.