

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

Maintenance Mechanic I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84100	Range: 10

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.

- Assists in making repairs to buildings, equipment, including electrical systems and electronic apparatus;
- Assists in repairing short circuits and broken wires;
- Installs or replaces electrical fixtures;
- Repairs and replaces electric motors and switches;
- Changes oil, cleans;
- Repairs circuits and thermostats;
- Performs plumbing work;
- Installs flush tanks, sink bowls and commodes;
- Repairs water and sewer lines;
- Paints exterior and interior of buildings and offices;
- Repairs doors and frames;
- Performs carpentry repairs and wood working duties;
- Repairs roofs and partitions;
- Operates power saws, lathes and related equipment;
- May be required to work after hours and weekends when necessary;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Two years experience in general trades work in one or more building trades; or an equivalent combination of training and experience.
- 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:

Operate a variety of tools and equipment of the building trades.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; Work inside and outside; involves working under hazardous conditions and with electrical current may be exposed to fumes and gas from equipment. 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.