

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6615
Pay Grade: D08

FLSA: Non-Exempt

GENERAL MAINTENANCE TECHNICIAN I

MAJOR FUNCTION:

Performs unskilled and semi-skilled manual work in the general maintenance and repair of buildings, building equipment, and systems involving a wide variety of trades areas. Initially works under close supervision, but once tasks are learned, performs minor maintenance and repair tasks with minimal supervision and directly assists in the more difficult job activities.

DUTIES AND RESPONSIBILITIES:

- Applies knowledge of multi-trades areas assisting in preventative maintenance, general repair, and minor construction duties involving school building structures; heating/air conditioning, electrical and plumbing systems; and related interior and exterior equipment and furnishings.
- Assists in performing preventive maintenance on heating and air conditioning equipment such as lubricating motors, inspecting and changing fan belts, cleaning intake and supply vents, changing filters.
- Assists in emergency repairs such as removing and replacing broken glass or securing openings when necessary, unstopping toilets, unclogging drain and sewage lines, stopping leaks.
- Applies basic knowledge of electrical repair and necessary safety precautions in changing ballasts and assisting in wire repair and replacement of light switches and electrical outlets.
- Utilizes basic plumbing knowledge in assisting in the maintenance and repair of plumbing fixtures such as replacing washers and valve stems and rebuilding flushometers.
- Assists in minor construction and carpentry work such as erecting floor-to-ceiling room partitions, building benches and wooden railings, fitting doors, and installing related hardware.
- Assists in responding to daily work orders and notes from the Head Plant Operator, Administrators, and Night Foreman involving, but not limited to, changing bulbs, fixing door hinges, repairing furniture, changing locks, replacing floor and ceiling tiles.
- Assists in minor repairs to custodial equipment such as vacuum cleaners and floor scrubbers.
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trade areas in the performance of daily work assignments; cleans tools and work area upon completion of project.
- Participates in general building upkeep such as painting and removal of graffiti from exterior and interior structures and routine tasks such as loading and unloading trucks and unlocking doors.
- Assists in erecting and works from scaffolding where needed; lifts heavy objects and works from moderately high elevations on a regular basis.
- Observes safety precautions; maintains clean work area and properly cares for tools, equipment and materials.
- Performs related work as required.

GENERAL MAINTENANCE TECH I

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED plus two (2) years experience performing most of the above mentioned duties, or two (2) years custodial experience in a school setting plus a basic course in building maintenance which includes heating/air conditioning, electrical, and/or plumbing such as that provided by the General Maintenance and Repair section of the Pinellas County School Board Plant Operations Training Program; or an equivalent combination of education, training, and experience.

ISSUED: 12/79 SSN; REVISED: 5/88 PBL; BOARD APPROVED: 9/14/88; REVISED D&R; REVISED WC: 8/04 LM..

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

GENERAL MAINTENANCE TECH I

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

General Maintenance Tech I - SEIU