



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Preventive Maintenance Recording Specialist

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform specialized clerical work and the inventory of materials received at the satellite warehouse.

### Essential Functions of this Job

Identification, storage, receipt and distribution of certain materials, tracking of work completed in the field through use of computer terminal and general clerical work.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Experience in data input involving a computer is required. Ability to establish and maintain effective relationship with employees and school system departments. Ability to effectively use a computer to track labor and parts used on work orders. Must be able to understand and use proper accounting information as it relates to work orders and projects. Ability to keep daily records and logs. Bilingual/biliterate preferred.

### Education, Experience and/or Certification/License Requirements

Graduation high school, completion of GED, or trade school. Experience in the maintenance of inventory or cost records or an equivalent combination of training and experience. Must have a valid driver's license

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appropriate to the vehicles assigned to the trade and be qualified to drive a School Board Vehicle.

Work Context:

Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones and computers. Requires travel to school locations and work sites within the district. Requires operation of a forklift.

Physical Environment:

Requires standing and sitting, and the ability to frequently lift, carry, move and/or position objects weighing up to 20 pounds, and infrequently weighing between 20 and 50 pounds. May infrequently require lifting more than 50 pounds with assistance as needed. Requires working indoors in environmentally controlled conditions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0459  
EEO5: 51  
Approval Date: 1997-03-01  
Date Last Revised: 2012-12-12

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*