



The School Board of Polk County

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

Job Description

Position Title: Utility Mechanic
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 general maintenance and repair work of more than moderate difficulty in several craft areas.

Essential Functions of this Job

Maintains and repairs various components of facilities. Works in coordination with specialized trades personnel to solve maintenance issues. Performs semi-skilled work in general building maintenance activities. Uses standard tools, material, methods and practices of several building and mechanical trades. Keeps daily records and logs.

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:

Three years verifiable experience in construction industry in several craft areas. Knowledge of standard tools, material, methods and practices of several building and mechanical trades. Knowledge of the occupational hazards and safety precautions of the crafts. Ability to understand oral or written instructions. Ability to perform maintenance and repair work in several crafts. Ability to keep daily records and logs. Bilingual/biliterate preferred.

Position Title: Utility Mechanic

Education, Experience and/or Certification/License Requirements

Graduation from high school, completion of GED, or trade school. Must have a valid driver's license 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.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 80 pounds. May infrequently be required to lift more than 80 pounds with assistance as needed. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0606

EEO5: 53

Approval Date: 2012-12-12

Date Last Revised:

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.