

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION



POSITION TITLE:	School Site Repairperson
CONTRACT YEAR:	Twelve Months
PAY GRADE:	Facilities Serviceperson Salary Schedule
BARGAINING UNIT:	FOPE-Facilities

QUALIFICATIONS:

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Three (3) years recent experience with The School Board of Broward County School, Florida, in repair and maintenance work.

ADDITIONAL REQUIREMENTS: General knowledge of minor maintenance and repairs to buildings, equipment, and grounds. Must know preventative maintenance and what it stands for. ~~The a~~Ability to use power and hand tools associated with the various trades. ~~The a~~Ability to work effectively from ladders with due regard to safety for self and others. ~~The a~~Ability to assume responsibility and accomplish most tasks with little or no guidance or supervision. Must be able to work well with others, and ~~Must~~ be able to follow both written and oral instructions. Must provide own hand tools.

Must complete the Professional and Master Facilities Service job related training programs, ~~offered conducted~~ by Broward County Public Schools Human Resource Development, and receive Professional and Master Facilities Service certification prior to applying for the position. ~~within two (2) years of appointment to the job assignment.~~

REQUIRED: Computer skills as required for the position.

PREFERRED: Bilingual skills are preferred.

REPORTS TO: Principal/Administrator or designee

SUPERVISION:

SUPERVISES: This position does not have ~~No~~-supervisory responsibilities.

POSITION GOAL: To perform semi-skilled work in all areas such as air conditioning, plumbing, hardware, carpentry, grounds, etc., and perform preventative-~~preventive~~ maintenance and minor repairs to various parts of the building and grounds in a responsible and accurate manner.

ACCOUNTABILITY

PROCEDURES: The principal/administrator or designee will assess the effectiveness of the School Site Repairperson annually with respect to the performance of specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The School Site Repairperson shall: carry out the essential performance responsibilities listed below.

1. ~~R~~ceive written or oral instructions from the principal or designee for maintenance assignments.
2. ~~U~~se tools and equipment properly and observe good safety practices at all times.
3. ~~R~~eport all work beyond his/her capabilities to the appropriate supervisor.
4. ~~O~~rder materials as required through proper channels.
5. ~~K~~keep proper records and reports on work assignments.
6. ~~P~~perform other duties as specified below:
 - a. Air conditioning - monitor boilers: clean or replace filters, cooling tower and boiler water treatment. Inspect and replace air handler belts. Lubricate system according to specifications.
 - b. Carpentry: door and lock repair, door checks, replace floor tile and baseboards, plaster patching, furniture assembly and repair, ceiling tile, locker and glass replacement. Assemble furniture, build shelves and counters.
 - c. Grounds: planting plants, pruning of shrubs, trees, edging and grass cutting.
 - d. Electric: replacing lamps and tubes, replace ballasts, repair and/or replace receptacles, switches and plates, extension cords and lubricate motors.
 - e. Painting: spot painting, surface preparation, interior and exterior wall painting - using sealers, primers and finished coat of semi-gloss, enamels or vinyl. Install glass in windows and doors.
 - f. Plumbing: repairs to sinks, urinals, commodes, flush valves, drinking fountains, leaks and stopped drains.

- g. Sprinklers: repair or replace sprinkler heads and broken lines. Repair broken or deteriorated concrete walks, walls, benches, curbing etc.
- h. Mechanical equipment: operation of all mechanical equipment including air conditioning, boilers, sprinklers and lift stations.
- i. Vandalism: make necessary temporary repairs.
- 7. ~~H~~have knowledge of all the duties of the head custodian.
- 8. ~~I~~inform supervisor of needed supplies. Recognize building equipment and structural problems which require servicing or maintenance. Inform immediate supervisor of needs or call in maintenance work orders as directed by facility~~facility~~ administrator.
- 9. ~~P~~practice safety continuously and ensure that a safe working area exists.
- 10. ~~P~~participate, successfully, in the training programs offered to increase the individual's skills and proficiency related to the assignments. ~~Attend and successfully complete the Professional Custodian and Master's Custodian programs.~~
- 11. ~~C~~omplete all assignments in a competent manner and ensure proper recording of time and materials.
- 12. ~~P~~perform all duties which require extensive physical effort, such as climbing, lifting, pulling, etc., which requires the physical ability to lift, on average, up to fifty-five (55) pounds.
- 13. ~~R~~eview current developments, literature, and technical sources of information related to the job responsibilities.
- 14. ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
- 15. ~~P~~perform other duties required by the principal/administrator or designee.
- 16. ~~F~~ollow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Majority of contact is with employees within the department utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The jJob is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/21/80
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