

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Leadman, Electronic and Business Machines Equipment
CONTRACT YEAR:	Twelve Months <i>(This job may be assigned to any shift.)</i>
PAY GRADE:	Maintenance and Operations Salary Schedule
BARGAINING UNIT:	FOPE

QUALIFICATIONS

EDUCATION: A sStandard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing is required.

EXPERIENCE: A minimum of sSeven (7) years of recent business and electronic equipment repair experience.

SPECIAL REQUIREMENTS

REQUIRED: Must provide own hand tools. Demonstrated knowledge of the repair procedures on typewriters, business machines and computers, as well as all other electronic equipment. Demonstrated knowledge in the types and availability of parts to include proper requisitioning, receipt and expenditure reports. Must pass tests appropriate to certify and demonstrate competency in the job. Must have a ~~proper~~ Florida ~~commercial~~ driver's license ~~with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.~~ ~~Bilingual skills preferred.~~ Computer skills as required for the position.

PREFERRED: Bilingual skills are preferred.

DIRECT
ACCOUNTABILITY:

<u>REPORTS TO:</u>	Director/supervisor/manager/foreman
SUPERVISION:	To coordinate, instruct, and oversee the work of assigned business machines mechanics and other trades employees.
POSITION GOAL:	To repair, overhaul, and maintain all makes and models of typewriters, adding machines, ink and spirit duplicators, and related office equipment in a responsible and accurate manner.
ACCOUNTABILITY PROCEDURES:	The director/supervisor/manager/foreman will assess the effectiveness of the Leadman, Electronic and Business Machines Equipment annually with respect to the performance of specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Leadman, Electronic and Business Machines Equipment shall carry out the essential performance responsibilities listed below.

1. Coordinate, instruct, and oversee the work of business machine mechanics and other assigned trades employees.
2. Service and repair all business machines and electronic equipment (including computers, if necessary) located at schools or administrative offices; return machines that cannot be repaired to main shop; acquire necessary parts and repair or rebuild as necessary.
3. Maintain current records on all machines.
4. Prepare estimates for material; order same and account for materials used.
5. Read service manuals; estimate materials, supplies, and cost.
6. Assume responsibility and complete repairs with assistance.
7. Follow both written and oral instructions.
8. Must be able to work well with others.
9. Participate, ~~successfully,~~ in the training programs ~~offered~~ to enhance ~~increase~~ the individual's skills and proficiency related to work ~~the~~ assignments.
10. Operate School Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
11. Complete all projects in a journeyman manner and ensure proper recording of time and materials.
12. Perform all duties which require extensive physical effort such as climbing, lifting of over 25 up to 60 pounds, pulling, etc.
13. Review current developments, literature and technical sources of information related to job responsibilities.

14. Ensure adherence to ~~good~~ safety rules and procedures.
15. Perform other duties as assigned by the director/supervisor/manager/foreman or designee.
16. Follow federal and state laws, as well as School Board policies.
17. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.

TERMS OF EMPLOYMENT:

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

FLSA OVERTIME CATEGORY:

The job 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: 9/1/88 &
Adopted: 10/6/88

Revised: 6/19/90 &
Adopted: 8/7/90

Revised: 4/20/93 &
Adopted: 5/4/93

Board Adopted: 12/16/03

Revised: 12/21/06