



CHARTER SCHOOL BUILDING MAINTENANCE TECHNICIAN

Class Code:
CS2018MntTec

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: May 1, 2020

SALARY RANGE

\$15.00 - \$20.00 Hourly
\$31,200.00 - \$41,600.00 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Building Maintenance Supervisor, performs routine maintenance and semi-skilled trades work in a variety of disciplines throughout all school buildings, facilities and grounds. Generally incumbent performs in several of the disciplines, however may be assigned to one specific functional area. This work is reviewed through reports and the appearance of buildings and facilities. Performs other related duties assigned by supervisor.

Must be available to work extended hours, weekends and be on call for emergencies twenty-four (24) hours per day as needed.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs manual and semi-skilled structural, carpentry, plumbing, roofing and electrical work for Charter School facilities and properties.
- Performs routine maintenance tasks for buildings and grounds, e.g., changing filters, changing lightbulbs, painting, minor repairs, patching walls, pressure washing,
- Monitors school facilities and grounds for safety issues, damage debris, cleanliness and follows up to assure daily tasks, requests and repairs are completed.
- Performs preventative maintenance tasks as required on equipment used, replaces disposable parts, e.g., blades, brushes.
- Operates various manual and electrical tools in the performance of tasks; and drives Charter School Authority vehicles in the transport of materials to and from work sites.

- Moves office and institutional furniture and equipment. May require set-up and takedown of tables and chairs.
- Safety checks all equipment and systems such as generator/fire alarms and extinguishers. Assists with needed repairs/maintenance following health, safety and fire inspections.
- Responds to Charter School emergencies as directed.
- Helps maintain cleanliness and aesthetics of buildings and grounds.
- Monitors assigned equipment condition or observed structural issues and reports required repairs to supervisor.
- Performs vehicle cleaning, safety, and operation inspections on assigned vehicle.
- Complies with occupational safety protocol, Safety Data Sheets and personal protective equipment guidelines.
- Performs report and record maintenance duties, i.e., activity logs, preventative maintenance records.
- Attends training as assigned.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- High school diploma/GED.
- Three (3) years experience in building operations or trades within various disciplines of construction.

Licenses or Certifications:

- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

Preferred Qualifications:

- Skilled trades or construction experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices, processes, materials and tools used in building operations and construction trades.
- The occupational hazards, safety precautions and personal protective equipment observed in building operations and construction trades.
- General housekeeping practices.
- Basic report and record maintenance principles and practices.
- Business English, the application of such to a variety of formats and styles and editing principles and techniques.

Skill in:

- The efficient and safe operation of building and trade-specific tools and equipment.

- Written, verbal, electronic, and visual communications for effective expression and clarity.
- Use of modern office equipment and various computer programs and applications, to include Microsoft Outlook.
- Organization, attention to detail, prioritization, and time management.

Ability to:

- Relate to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisors, other employees and the public.
- Read and interpret various technical materials, blueprints and sketches, ranging from moderate to complex terminology associated with job functions.
- Compare and/or judge the readily observable, functional, or composite characteristics of equipment, materials and work sites.
- Operate manual and power hand tools, and other heavy equipment and machinery.
- Inspect equipment, supplies, and materials for quality and to estimate time and materials for assigned projects.
- Utilize a variety of modern office equipment, i.e., computers, calculators and facsimile machines.
- Organize and review work for efficient results and accuracy.
- Handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.
- Communicate efficiently and effectively in Standard English.
- Add, subtract, multiply and divide and calculate decimals, percentages and compute discount, ratio and proportion.
- Inspect items for proper length, width and shape, and visually read various types of information.

Work/Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are performed inside and outside, subject to weather conditions and uneven terrain and risk of exposure to toxic agents/chemicals, pathogens and smoke.

REPORTS TO: Building Maintenance Supervisor or designee

EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Tasks may involve prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
Grasping	Applying pressure to an object with the fingers and palm.	30%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	70%
Standing	Particularly for sustained periods of time.	20%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	70%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.



Charter School Maintenance Technician

Class Code:
CS2018MntTec

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Jul 26, 2018
Revision Date: Jul 26, 2018

SALARY RANGE

\$15.00 - \$20.00 Hourly
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GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Building Maintenance Supervisor, performs routine maintenance and semi-skilled trades work in a variety of disciplines throughout all school buildings, facilities, and grounds. Generally incumbent performs in several of the disciplines, however may be assigned to one specific functional area. This work is reviewed through reports and the appearance of buildings and facilities. Performs other related duties assigned by supervisor.

Must be available to work extended hours, weekends and be on call for emergencies 24 hours per day as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs manual and semi-skilled structural, carpentry, plumbing, roofing, and electrical work for Charter School facilities and property.
- Performs routine maintenance tasks for buildings and grounds, e.g., changing filters, changing lightbulbs, painting, minor repairs, patching walls, pressure washing.
- Monitors school facilities and grounds for safety issues, damage, debris, cleanliness, and follows up to assure daily tasks, requests and repairs are completed.
- Performs preventative maintenance tasks as required on equipment used, replaces disposable parts, e.g., blades, brushes.
- Operates various manual and electrical tools in the performance of tasks; and drives Charter School Authority vehicles in the transport of materials to and from work sites.
- Moves office and institutional furniture and equipment. May require set-up and takedown of tables and chairs.

- Safety checks all equipment and systems such as generator/fire alarms and extinguishers. Assists with needed repairs/maintenance following health and safety and fire inspections.
- Responds to Charter School emergencies as directed.
- Helps maintain cleanliness and aesthetics of buildings and grounds.
- Monitors assigned equipment condition or observed structural issues and reports required repairs to supervisor.
- Performs vehicle cleaning, safety, and operation inspections on assigned vehicle.
- Complies with occupational safety protocol, Safety Data Sheets, and personal protective equipment guidelines.
- Performs report and record maintenance duties, i.e., activity logs, preventative maintenance records.
- Attends training as assigned.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience

- High school diploma/GED.
- Three (3) years of experience in building operations or trades work within various disciplines of construction.

Licenses or Certifications

- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Skilled trades or construction experience.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices, processes, materials and tools used in building operations and construction trades.
- The occupational hazards, safety precautions and personal protective equipment observed in building operations and construction trades.
- General housekeeping practices.
- Basic report and record maintenance principles and practices.
- Business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Skill in:

- The efficient and safe operation of building and trade-specific tools and equipment.
- Written, verbal, electronic, and visual communications for effective expression and clarity.
- Use of modern office equipment and various computer programs and applications, to include Microsoft Outlook.
- Organization, attention to detail, prioritization, and time management.

Ability to:

- Relate to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisors, other employees and the public.
- Read and interpret various technical materials, blueprints and sketches, ranging from moderate to complex terminology, associated with job functions.
- Compare and/or judge the readily observable, functional, or composite characteristics of equipment, materials, and work sites.
- Operate manual and power hand tools, and other heavy equipment and machines.
- Inspect equipment, supplies and materials for quality, and to estimate time and materials for assigned projects.
- Utilize a variety of modern office equipment, i.e., computers, calculators and facsimile machines.
- Organize and review work for efficient results and accuracy.
- Handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.
- Communicate efficiently and effectively in Standard English.
- Add, subtract, multiply and divide, calculate decimals and percentages and compute discount, ratio and proportion.
- Inspect items for proper length, width and shape, and visually read various types of information.

MINIMUM STANDARDS REQUIRED:

WORK ENVIRONMENT/ CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are performed inside and outside, subject to weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force

constantly to move objects. Tasks involve frequent walking, standing, bending, stooping, some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds and occasionally heavy objects up to 100 pounds with the assistance of other employees and/or equipment as appropriate. Requires excellent eye/hand/foot coordination for operating standard and specialized electrical and gas operated equipment.

MINIMUM STANDARDS

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of equipment, facilities, and programs.

Intelligence: Requires the ability to utilize planning principles and methods. Requires the ability to draw valid conclusions in task analyzing, processing and prioritization. Requires the ability to apply principles of rational systems, influence, and synthesis functions.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).



The School District of Lee County

Job Description

JOB TITLE: Manager, Maintenance Services

FLSA STATUS:	Non-exempt	PAY GRADE:	Market Rate
SALARY SCHEDULE:	Supervisory/Technical/Confidential	JOB CODE:	503560
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	255
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Manage the daily office activities of the Maintenance operation in a safe, efficient, and cost-effective manner that supports the goals of the District.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent; Associate's degree preferred.
- Three (3) years of office management experience.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable policy, administrative regulations, laws, rules, and procedures.
- Organizational, leadership, and managerial skills.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Director, Maintenance Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Work with the Maintenance Director and administration in carrying out the day-to-day operations to ensure maximum efficiency and effectiveness.
- Supervise the Maintenance secretarial, clerical, and support staff including Dispatch, Accounts Payable, and Operations.
- Oversee the workload of the Maintenance secretarial and clerical staff to ensure accuracy, completeness, and quality of all processes.
- Coordinate reporting of absences and scheduling of vacations for the secretarial and clerical staff.
- Review correspondence, e-mails, etc., and handle routine and other assigned correspondence to completion.
- Streamline office procedures, process documents, and paper flow.
- Review all Board Action agenda items for completeness and correctness.
- Assist in the interviewing and hiring recommendations for secretarial/clerical and support staff.
- Assist administrators in the evaluation of secretarial/clerical and support staff.



The School District of Lee County

Job Description

- Perform a variety of projects/assignments requested by other divisions within the District as approved by the Director.
- Assist in the coordination of employee activities.
- Conduct training for new technology, processes, and procedures.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%



The School District of Lee County

Job Description

<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	70%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	70%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: M-1.30

BOARD ADOPTION: 9-15-05

REVISIONS: 5-2-17, 11-7-18, 12-11-18, 6-25-19

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE



The School District of Lee County

Job Description

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.