

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### GENERAL MAINTENANCE WORKER

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Some experience in performing semi-skilled work in the maintenance of buildings and grounds; or an equivalent combination of training and experience.
- (3) Must be able to obtain a Florida State driver's license at the time of appointment.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the methods, tools and materials used in the repair and maintenance of general building structures. Ability to perform work involving physical strength and endurance and to withstand exposure to variable weather conditions. Ability to understand and follow oral and written instructions. Some skill in the use of common hand tools and equipment for the activity to which assigned.

##### REPORTS TO:

Maintenance Foreman, School Principal

##### JOB GOAL

To help in completion of job assignments of all building trades within the Jackson County School District.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

- (1) Able to independently perform general labor and manual tasks as related to mechanical, construction or maintenance.
- (2) Perform labor and maintenance tasks requiring some special knowledge, usually acquired by experience in building construction or mechanical or maintenance activities in a labor capacity. All work is subject to inspection while in process and upon completion, although employees are expected to work without close supervision on regular phases of work assigned.
- (3) Assist in the performance of brick, masonry and cement work in construction; repair sidewalks, curbs and gutters and perform other general cement and brick work as needed.
- (4) Operate trucks and other light equipment, such as tractor mower; collect trash and other refuse and load into a truck; assist driver in unloading at dump area.
- (5) Fertilize lawn areas.
- (6) Use effective, positive interpersonal communication skills.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.
- (8) Other duties assigned by the immediate administrator or supervisor.

**Board Approved May 19, 1998**

**Amendment Board Approved April 15, 2003, November 19, 2024**

**GENERAL MAINTENANCE WORKER (Continued)**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 11-17  
12 months  
8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.