Leon County Public Schools Classification Specification

Classification Title:	Maintenance Worker	Date Prepared:	04/2003
FLSA Status:	Non-Exempt		

Typical Decisions and Recommendations Provided to Others:

Summary Information:

Effective Date:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activ	vity Identification	
Activ	vity Name	
414	Grounds Maintenance	Clean and maintain grounds, parking areas, etc. Cut grass. Maintain athletic fields. Repair pavement. Maintain fence line, irrigation system, bleachers, trim bushes and trees. Animal control as required.
413	General Cleaning	Clean offices, halls, corridors, classrooms, cafeterias, restrooms, library, conference rooms, and other interior facilities. Operates cleaning equipment to perform job duties.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
426	Equipment Set up/Breakdown	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.
449	Vehicle Maintenance	Repairing and maintaining vehicles
421	Building Operations - Carpentry	Shape and/or assemble structural woodwork within one or more facilities.
482	Distribution	Deliver materials, supplies, laundry, food, and equipment to departments.
430	Painting	Apply color, pigment or paint to areas as assigned.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.
General Classification Specification Factors:		
Educ	cation/Experience:	High School Diploma or equivalent with no related experience required

Education/Experience.	Then benoor Dipionia of equivalent with no Telated experience re-
Supervisory Responsibility:	None
Type of Supervision:	N/A

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Leon County Public Schools Classification Specification

Skill Identification (cont.)

Managerial/Supervisory Skills	Important	Not Important
Developing Multi-year Strategic and/or Operational Plans		Х
Developing Annual Budgets		Х
Policy Development		Х
Controlling Expenses		Х
Coordinating Resources		Х
• Interpersonal (working with groups)	Х	
• Negotiating and/or persuading others to take action		Х
Promoting safety	Х	
• Supervising, coaching and developing employees		Х

Office Skills	Important	Not Important
Checking grammar/punctuation		Х
• Filing		Х
Perceiving detail in checking information/forms		Х
Reading comprehension (high school level)	Х	
Operating word processing software		Х
• Operating a computer terminal for data entry		Х
Operating automated spreadsheet software		Х
Scheduling appointments and/or travel		Х
Taking and distributing messages		Х
Taking dictation and meeting minutes		Х
General mathematical - adding, subtracting, multiplying, etc.	Х	

		Not
Professional and Technical Skills	Important	Important
Accounting - high school level		Х
Accounting/finance - college level		Х
• Advanced math - algebra, statistics, geometry		Х
• Architecture		Х
Computer operations		Х
Computer programming		Х
Contract interpretation		Х
• Craft skills (electrical, etc.)		Х
Drawing-figures/drafting		Х
• Engineering - civil		Х
• Engineering - electrical		Х
• Engineering - environmental		Х
• Engineering - mechanical		Х
Graphic arts		Х
Landscaping	Х	

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Skill Identification (cont.)

	_	Not
Communication Skills	Important	Important
• Oral communicationexchanging or expressing ideas by means of the		
spoken word	Х	
Presentationstransmitting information in a formal setting		Х
• Foreign communicationusing a language other than English to		
communicate in writing or orally		Х
• Written communicationpreparation of manuscripts, speeches, detailed		
plans, letters, policies, etc.		Х
Editing written documents for content		Х
• Reading comprehension - understanding technical or scientific blueprints		
and charts		Х
Public speaking		Х

Dhysical Domonds	Important	Not Important
Physical Demands	Important	Important
• Delensing maintaining hady equilibrium to prevent falling when		
Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching	Х	
	Λ	
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder	Х	
	Λ	
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps,	Х	
 poles, ropes, and the like, using the feet and legs and/or hands and arms Color - Match or discriminate colors 	X	
	Λ	
• Fingering - picking, pinching, or other-wise working with the fingers	X	
primarily (rather than with the whole hand or arm as in handling)	Λ	
• Feeling - perceiving such attributes of objects and materials as size,		
shape, temperature, or texture, by means of receptors in the skin,	х	
particularly those of fingertips	А	
• Handling - seizing, holding, grasping, turning, or otherwise working with	V	
the hand or hands (fingering not involved)	Х	
• Hearing - perceiving the nature of sounds by the ear or receiving detailed		
information through oral communication, or making fine distinctions in	V	
sound	Х	
• Lifting - raising or lowering an object from one level to another (includes	37	
upward pulling)	Х	
• Pulling - exerting force upon an object so that the object moves toward	37	
the force (includes jerking)	Х	
• Pushing - exerting force upon an object so that the object moves from the		
force (including slapping, striking, kicking, and treadle actions)	X	
• Reaching - extending the hands and arms in any direction	Х	
• Seeing - obtaining impressions through the eyes of shape, size, distance,		
motion, color, or other characteristics of objects or people		

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