

**Leon County Public Schools
Classification Specification**

Salary Grade 28

Summary Information:

Classification Title: Carpet/Tile Repairer

Date Prepared: 02/2008, 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

433	Building Operations - Carpet/Tile Repair	Lays and repairs carpet/tile. Perform preventative maintenance on equipment and building components within area of expertise district wide.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
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.
427	Building Operations - Records	Record work and cost effectiveness on maintenance and repairs performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
410A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	02/2008, 07/2003