

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Equipment Operator

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

388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
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.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
414	Grounds Maintenance	Clean and maintain grounds, parking areas, etc. Maintain athletic fields. Repair pavement. Maintain fence line, irrigation system, bleachers, trim bushes and trees. Animal control as required.
410	Disaster Recovery	Coordinate and allocate district resources in response to extraordinary circumstances which make standard operating procedures inappropriate.
108	Event Attendance	Attend extracurricular/intramural and/or other cultural, social and community events as required.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).

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Activity Name (cont.)

400	Local Building Security and Access	Open and close buildings. Monitor security.
413	General Cleaning	Clean offices, halls, corridors, classrooms, cafeterias, restrooms, library, conference rooms, and other interior facilities. Operates cleaning equipment to perform job duties.
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.
430	Building Operations – Painting	Prepare and apply color, pigment or paint to areas as assigned. Perform preventative maintenance on equipment and building components within area of expertise district wide.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	High School diploma or equivalent with three years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision if 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. 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, 07/01/2003