

**Leon County Public Schools  
Classification Specification**

Salary Grade 28

**Summary Information:**

**Classification Title:** Small Engine Mechanic/Appliance Repair      **Date Prepared:** 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**

429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.
755	In-service Training	Participates in appropriate in service training.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

**Education/Experience:** A.A. Degree with three years related experience; or Vocational training (720 hours) with four 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:** 7/1/2003