

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

ENVIRONMENTAL SERVICES TECHNICIAN III
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Certification as a Master Environmental Services Technician and/or proven documentation for equivalent type training accepted by HCSB
- Ability to plan, schedule, instruct and direct assigned environmental services staff
- Ability to demonstrate leadership qualities and even temperament in time of emergency and in the solution of day-to-day problems
- Thorough knowledge of environmental services and processes with basic knowledge of building and grounds maintenance
- Ability to work and communicate effectively with other employees and the public
- Ability to follow oral and written instructions
- Knowledge of fire protection, sanitation and safety standards as applicable to the school
- Must have knowledge of all aspects of the Environmental Services Technician I and Environmental Services Technician II positions and be able to perform those duties
- Must possess basic computer skills and ability to communicate via email
- Possess a valid Florida driver's license

Performance Responsibilities:

- Responsible for overall site appearance and function
- Oversee and maintain a high standard of safety, cleanliness and efficiency
- Assign, schedule and train the environmental services staff
- Contribute to the preparation and execution environmental services budget and related capital budget as it relates to site
- Maintain and track products and equipment inventory
- Give input to the administrator, if asked, regarding the work performance of the environmental services staff
- Participate with the administrator in the hiring of the environmental services staff
- Check environmental services staff work as well as substitute environmental services work
- Prepare, submit and monitor work orders to be sent to the Maintenance Department
- Designate or act as contact person for maintenance personnel when they arrive on site
- Direct maintenance personnel to the job and oversee the task that has been reported
- Keep administrator apprised of job and work order status
- Assume responsibility for having site open and/or closed or both each day
- Meet with administrator on regular basis
- Communicate and coordinate with other environmental services technician and maintenance on matters related to the site
- Evaluate and recommend new and economical products and processes

- Respond to after-hours emergency call outs
- Minor touch-up painting
- Minor electrical including light bulbs and fluorescent, repair broken or damaged covers on switches and outlets, reset circuit breakers
- Set and/or reset thermostats
- Detect and report any problems with air conditioning, heating, plumbing, electrical, roofing or any structural problems
- Install bulletin and marker boards, pencil sharpeners, ceiling tiles, school furniture and equipment
- Assist with all deliveries, unload trucks, make deliveries to classrooms and office
- General housecleaning
- Maintain carpets
- Resurface floors
- Repair furniture and equipment
- Perform other duties as assigned by the site administrator and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the site administrator and/or designee

Evaluation:

Annual evaluation done by the site administrator and/or administrative designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level F

Job Code:

79025

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 8/16/2016