

**Hernando County School Board
Florida**

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| MAINTENANCE PERSONNEL SPECIALIST |
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Required Qualifications:

- Associate's Degree or seven (7) years of equivalent experience with maintenance and/or facilities supervision/leadership
- Knowledge of materials, methods and practices associated with electrical, mechanical, and structural aspects of building maintenance as well as grounds maintenance
- Must possess a valid Florida driver's license
- Ability to coordinate and supervise the work of a large group of maintenance employees
- Ability to keep and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in verbal communications
- Must be able to supervise other employees and be able to work with minimum direct supervision
- Must have knowledge and thorough experience with computer programs such as Excel, Word, PowerPoint, etc.
- Must have experience in multifaceted maintenance and facilities operations duties and responsibilities
- Ability to serve on call 24-hours a day and respond swiftly, rationally and decisively to emergency situations

Desired Qualifications:

- Bachelor's Degree

Performance Responsibilities:

- Plan and schedule work for the trades personnel to ensure proper distribution of assignments and adequate personnel, space, and equipment for performance of routine duties and special projects
- Prioritize work orders daily and in routine fashion to ensure the timely and appropriate response to a maximum number of requests
- Implement procedures and train employees in regards to dispatching routines and work order flow as outlined by the Director of Facilities and Support Operations Division
- Maintain knowledge of personnel locations and relocations throughout the daily routine to ensure minimum travel time for each vehicle
- Inspect the flow and completion of all assigned work orders to ensure consistent quality, completeness of work and completeness of information on the work order system

- Maintain communication with each crew chief or crew member as appropriate to ensure correct and timely movement from one work location to another
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity, to the Manager of Facility Operations or the Director of Facilities and Support Operations Division
- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed as scheduled
- Inspect vehicles and equipment at random intervals to ensure they are maintained in a clean, safe operating condition at all times
- Inspect job sites and work tasks with the Manager of Facility Operations or the Director of Facilities and Support Operations Division on a routine basis to ensure consistent quality and completeness of work
- Act as liaison with site-based maintenance personnel/custodians for assignment and completion of maintenance requiring the skills or manpower of the central maintenance crew
- Act as liaison with the safety officer to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Input and maintain preventative maintenance records and other various records on the computer
- Maintain files as outlined by the Director of Facilities and Support Operations Division, and maintain supplies and assigned spaces in a neat and orderly fashion at all times
- Monitor work orders for timely completion and report progress to the Director of Facilities and Support Operations Division continually
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Support Operations Division 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 Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

81010

Board Approved: 02/01/94, 06/11/24

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 07/06/2015, 06/25/19, 05/14/24, 06/11/24