



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: SEMI-SKILLED CRAFTSMAN**

**QUALIFICATIONS:**

1. High School Diploma, G.E.D., or equivalent preferred
2. Valid Florida Driver's License.
3. Minimum of one (1) year of documented experience in maintenance, custodial services, grounds maintenance, landscaping, etc.
4. Familiar with building trades terminology and procedures.
5. Familiar with the maintenance of facilities and grounds.
6. Ability to perform basic grounds maintenance using appropriate equipment.
7. Familiar with appropriate/safe use of power tools including, but not limited to, weed eaters, edgers, blowers, mowers, zero-turn mowers
8. Ability to move textbooks, organize inventory, rearrange and move furniture from building to building, location to location.
9. Ability to paint and perform basic repair activities.

**PHYSICAL REQUIREMENTS: Heavy**

Capable of lifting and carrying weights within prescribed safety limits. Capable of climbing ladders, working in confined spaces and being exposed to the sun for prolonged periods of time.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: 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 as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists all crafts in the performance of their duties that require limited skill or experience such as measuring and cutting lumber, placing of pipe, bending conduit, etc.
2. Cleans up job sites as well as Maintenance Department Buildings, yards, vehicles, and equipment.
3. Delivers materials and equipment to designated work sites and schools.
4. Performs other duties as assigned by supervisor.
5. Operates county vehicles and equipment in a safe manner.
6. Works effectively with co-workers, school personnel and supervisors.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. 10 or 12 months. Paygrade as established by the School Board in Current Salary Schedule 3.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

**APPROVED NOV 12 2019**

Revision Approved: \_\_\_\_\_  
Adopted by Bay District School Board: July 25, 2007  
Revisions Approved: Feb. 13, 2013, Nov. 14, 2017