

Florida State Courts System Class Specification

Class Title: Maintenance Engineer – District Court

Class Code: 1107

[Pay Grade 11](#)

General Description

The essential function of the position within the organization is to perform skilled tasks in repairing and maintaining a District Court of Appeal's facilities, systems, grounds and equipment. The position works under general supervision of the Marshal independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Inspects, maintains and repairs systems such as air conditioning, electrical, plumbing, irrigation or telephone.

Repairs and maintains facilities and equipment, including roofs, furniture and small equipment; ensures safety and security of assigned area.

Completes special projects requiring design and fabrication of items such as furniture, shelving or timer stands.

Inspects assigned grounds for trash, debris and safety hazards; places recycling materials in proper bins; ensures proper placement of dumpsters for pickup.

Reconfigures office space, including removing walls, relocating wiring and adding electrical circuits.

Coordinates outside contract work; assists contractors with major building construction/projects.

Performs miscellaneous tasks such as procuring equipment parts, picking-up, distributing and delivering mail to the post office, ensuring proper setup of court and making required corrections, or making bank deposits.

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Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position. Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, supplies or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions or percentages.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as hand or power tools or vehicles.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Associate's degree or the equivalent of two years of college or vocational school education in carpentry, construction, and air-conditioning, electrical and plumbing repair.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

One year of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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Requires valid State of Florida Driver's License.