

Buildings and Grounds Maintenance Worker

PRIMARY FUNCTION

Building & grounds maintenance workers maintain school buildings and grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks the Buildings and Grounds Maintenance Worker must work closely with the staff and administration of the Line Mountain School District.

SUPERVISOR

Reports to the Director of Plant Operation and Maintenance.

COMPENSATION

- Administrative salary schedule and benefits to be established by the Board of School Directors in accordance with Classified Plan.
- Twelve (12) month year

QUALIFICATIONS

- High School diploma or equivalent.
- Experience in building and grounds operations.
- Desire to continue career improvement.
- Familiarity with computers and software relating to maintenance and inventory.
- Experience in school or building operation and maintenance including HVAC operations.
- Ability to read and interpret documents such as safety rules/ safety data sheets (MSDS,) operating and maintenance instructions, and procedure manuals.
- Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read chemical labels.
- Ability to initiate and complete work orders.
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

ESSENTIAL FUNCTIONS

- Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment and machinery as necessary.
- Support the value of an education.
- Support the philosophy and vision of the Line Mountain School District.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.

- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.
- Must be able to drive a mechanical vehicle.
- Must be able to work in high places.

GENERAL RESPONSIBILITIES

- Assist in maintaining school buildings and grounds in top condition.
- Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Perform preventive maintenance, repair, and installation in connection with:
 - Electrical, plumbing, and HVAC systems.
 - Exterior and interior of buildings.
 - School grounds.
- Move equipment and materials within and between school buildings.
- Work overtime when emergencies arise in order to prevent disruption of the schools.
- Act as a substitute custodian when necessary.
- Maintain all district athletic fields.
- Observe district policies at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
- Other duties as assigned by the Buildings and Grounds Supervisor or Administrative Staff.

EVALUATION

- Performance will be evaluated by the Director of Plant Operation and Maintenance on the basis of this job description and in accordance with the provision of Policy on Evaluation of Classified Personnel.
- This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.