

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Grounds Person - Warehouse

II. PRIMARY FUNCTION

Receive, log, tag and bring all deliveries from the warehouse to the entire district

III. REPORTS TO

Facility Manager – Warehouse / Facility Manager - Grounds

IV. QUALIFICATIONS

- Knowledge of plant operation and grounds and field maintenance; cleaning methods and procedures. Minimum experience as determined by the Board.
- Valid New Jersey driver's license
- Ability to read, write and communicate effectively
- Ability to operate equipment and lift heavy objects
- Good physical health and ability to perform assigned tasks
- Good work record
- Ability to lift at least 50 pounds
- Ability to work outside in various types of weather conditions
- Must pass driving test on grounds' vehicles
- Black Seal Boiler's License (preferred) and high school diploma or equivalent training
- Valid New Jersey Commercial Driver's License
- Must be familiar with use of computer
- Must be able to operate a fork lift
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Accept delivery of all purchases made by the district
- Tag and enter into a computer all equipment received at warehouse
- Deliver or schedule delivery with Head Grounds Person all items to appropriate locations
- Maintain inventory of all items located in warehouse and throughout the district
- Performs snow removal
- Assist grounds personnel when necessary
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Salary and schedule are in accordance with the provisions of the BOE/EPSCMA contract

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Job Description/Section VI Grounds Person - Warehouse

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011