



**Job Title:** Buildings and Grounds Staff

**Department:** Buildings and Grounds

**Supervisor:** Director of Buildings and Grounds

**Position Overview:** Buildings and Grounds Staff contribute to all functions in the Buildings and Grounds Department and oversee the safety and operation of the entire campus. Self-motivation and quality work is required to complete day to day operations.

**Employment Classification:** Full-time, non-exempt with benefits

**Scheduled Days and Hours:** Monday-Friday, 40 hours per week. Events as needed, Occasional overtime, weekends, evenings, overnights.

## PRIMARY DUTIES

### Essential Job Functions

- Reflect the Mission of The Gow School to students, faculty and the community, and adhere to all company policies as listed in The Gow School Employee Handbook;
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of kindness, respect, honesty and hard work;
- Demonstrate commitment to the philosophy and goals of The School and devotion to the position, with a sense of selflessness; demonstrate ownership and "buy-in" to the influence and impact on the program.

### Health & Safety

- Attend safety training sessions, as required by the Director of Buildings & Grounds;
- Assist the Director of Buildings & Grounds with respect to campus safety issues;
- Report any safety issues / concerns to the Director of Buildings and Grounds and assist with solution.

### Grounds Care

- Assist with the athletic field maintenance and game readiness;
- Inspection & maintenance of storm water systems;
- Assist in snow removal & de-icing efforts (weekends, holidays, evenings);
- Assist with all lawn care for entire campus;
- Assist with all flower bed maintenance for entire campus.

### Operation & Maintenance of Equipment

- Responsibly operate all school vehicles, equipment, and implements;
- Assist with the daily up-keep of buildings and grounds equipment;
- Monthly inspections of student transportation vehicles.



### **Building Care**

- Assigned to a minimum of five buildings, and assist with the remainder;
- Responsibly complete inspection, repairs, and find and report any deficiencies within assigned buildings;
- Assist the Director of Buildings and Grounds with project supervision.

### **Housekeeping**

- Assist with housekeeping/janitorial efforts within campus buildings;
- Oversee the distribution of campus-wide house job supplies and attend to inventory control;
- Operate school "House Jobs" supply distribution room;
- Monitor cleaning supplies inventory and report ordering needs to the office of Buildings & Grounds;
- Facilitate daily service requests, as assigned by the office of Buildings & Grounds;
- General Buildings and Grounds work could be assigned as needed,

### **Miscellaneous**

- Daily meetings with the Director of Buildings and Grounds for task scheduling purposes;
- Other maintenance duties may be assigned from time to time to assist in the smooth operations of the campus;
- Overtime hours will occasionally be required for snow removal, emergency repairs or assistance at special school events.

### **Required knowledge, skills and abilities**

- Must be detail orientated
- Excellent organizational skills
- Exhibit a high level of confidentiality
- Efficient problem-solving abilities
- Teamwork oriented and flexible
- Self-motivated

### **Job Requirements**

- High school diploma
- Valid driver's license
- Experienced and proficient in plumbing and electrical work