

Grounds and Facility Attendant

Purpose Statement

The job of Grounds and Facility Attendant is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring clean and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in the application of organic pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pool perimeter, grounds, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Observes students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Patrols school facilities on weekends (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security, and deterring criminal activities.
- Performs routine and preventative maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, sorting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares grounds and athletic fields for special events (e.g. setup microphones/scoreboards, setup chairs, touch-up fields, paint striping, etc.) for the purpose of providing adequate, clean and safe areas for assemblies, recreational activities and/or athletic events.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds on weekends (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 55% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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