

**RSU No. 5 Durham ~ Freeport ~ Pownal
Field Maintenance Supervisor Job Description**

QUALIFICATIONS:

1. High School diploma or equivalency diploma
2. Minimum of 3 years of overall grounds and athletic fields maintenance
3. Holds current valid State of Maine CDL with P & S endorsements or must obtain within 6 months of employment)
4. Preferably holds Maine Master Pesticide License (Must include right of way and turf categories)
5. Working knowledge of fields and grounds duties and equipment
6. Demonstrates competency and experience in all areas of services/responsibilities

REPORTS TO:

Director of Facilities and Transportation, building administrators, or designee

JOB GOAL:

To provide students, staff, and the general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Works flexible hours to meet the needs of RSU No. 5,
2. Keeps the interest of the safety of the students and staff foremost in all aspects of employment,
3. Keeps the building and premises, including sidewalks, parking lots, entrances, porches and play areas, neat and clean at all times,
4. Ensures all walkways are shoveled and sanded before the start of the school day to ensure safe walking conditions,
5. Assumes responsibility for closing field and grounds shop each day; ensures before leaving that all doors, windows are secured, and all lights except those left on for safety are turned off,
6. Mows grass around school buildings, empties outside trash containers, picks up litter and keeps athletic fields mowed, raked and cleaned,
7. Replaces light bulbs, emergency lights and parking lot lamps as needed,
8. Assists in building maintenance during the off-season,
9. Works with students in alternative learning, including community service as needed,
10. Cleans and sanitizes outside drinking fountains as needed ensuring they are in working order and disconnects during freezing weather,
11. Maintains mowers and all other fields and grounds equipment,
12. Orders consumable supplies (E.g. seeds, paint, fertilizer),
13. Inspects playground equipment monthly and makes all needed repairs,
14. Maintains knowledge of standard field maintenance practices including proper grass height, sports field line layout, goal set up and other practices for sports to commence,
15. Maintains field irrigation systems to ensure proper working condition and winterized in early October
16. Attends safety, staff, and training meetings,
17. Follows procedures in order to complete various setups for functions (i.e. graduation, meetings, et. al.),
18. Immediately reports damage to the Director of Facilities and Transportation and building administrator,
19. Promptly notifies Director of Facilities and Transportation of any major work needed on fields or grounds including pest management,
20. Directly supervises to 3-5 seasonal/full time employees,
21. Keeps maintenance rooms neat and clean,
22. Maintains an open line of communication with administration, students, and staff,
23. Follows proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations,
24. Remains on school premises during work hours with the exception of scheduled breaks,
25. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance, and is punctual for assignments,
26. In a timely manner, informs Director of Facilities and Transportation of his or her absence and logs absences into absentee system,
27. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self reliant; demonstrates respect for self and others, accepts feedback and follows instructions,

28. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters,
29. Sets a good example in the areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time, and
30. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation and/or the building administrator.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
8. Lift up to 50 pounds.

Legal and Ethical Duties:

1. Maintains confidentiality on all aspects of student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students, staff and parents.
4. Follows health and safety procedures established by RSU No. 5.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the proper chain of command for concerns and exercises confidentiality of privileged information relating to school and personnel matters.
8. Observes Board and school policies.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

In accordance with the negotiated agreement.

EVALUATION:

Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

