

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: FACILITY OPERATOR

TYPE: Classified

REPORTS TO: Director of Facilities

POSITION SUMMARY:

The primary purpose of this position is to perform all required physical operations of a school or district facility in order to maintain the building in a safe secure working order on a daily basis. Some custodial and related tasks are involved as well as minor maintenance and grounds related responsibilities.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated knowledge and skills in minor maintenance and repair.
4. Pass Physical Capacities Assessment.

ESSENTIAL FUNCTIONS:

1. Prepares the facility for opening each day, including unlocking, lighting, flag raising, and monitoring the proper operation of building systems.
2. Removes snow and ice from sidewalks, entryways, and driveways as needed and spreads materials to prevent slipping.
3. Sweeps walks, entrances, and inside areas.
4. Maintains athletic and playing fields (Middle School and High School).
5. Performs and keeps records of minor maintenance and repairs.
6. Paints and does touch up on building, furniture, and equipment.
7. Sets up, takes down, and moves furniture and other equipment and materials.
8. Initiates Work Orders and assists Maintenance staff with projects as needed.
9. Maintains supply inventory as needed, including advanced preparations for Maintenance work orders.
10. Disposes of trash and other unwanted items.
11. Launders towels, rags, and other items as needed.
12. Prepares for and monitors special activities at the building, including directing and assisting visitors and groups with facility use arrangements.
13. Serves as liaison to contracted service providers.
14. Responds to emergency clean up situations and other emergency situations and call backs as needed.
15. Does safety and hazard inspections and completes reports.
16. Assists students and staff as needed.
17. Works harmoniously with others and communicates effectively (both orally and in writing) with student, parents, and staff.
18. Duties involve hand-eye and foot coordination in carrying, positioning, grasping, and operating a variety of hand and power tools.
19. Reads and carries out instructions as needed.

LEBANON COMMUNITY SCHOOLS
Position Description
Facility Operator (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Work is performed in a variety of indoor, and some outdoor locations, including some areas that present danger, such as in attics and crawlspaces. Extreme variations in temperature can occur.
3. Required exposure to noise, moving machinery, chemicals, and wet conditions.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Serves on the Site Safety Committee.
6. Occasionally performs other duties as required by building principal or supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 240 days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
R - Rarely	(Less than .5 hr per day)	O - Occasionally	(.5 - 2.5 hrs per day)		
F - Frequently	(2.5 - 5.5 hrs per day)	C - Continually	(5.5 - 8 hrs per day)		
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting		X			
Stationary standing		X			
Walking (level surface)					X
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation		X			
Using foot control		X			
*Pushing/Pulling Maximum weight: _____ 100 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 70 lbs. _____			X		

* Identify items typically moved: Furniture, supplies, equipment, filled garbage bags