



Seasonal Facilities Employee

Reports To: Building Maintenance Supervisor and Custodians

SUMMARY

A seasonal facilities worker assists the maintenance supervisor and custodians with seasonal groundskeeping and building maintenance. They assist in making sure that the buildings and grounds are neat, clean, free from clutter and safe, pick up trash, sweep, mop, vacuum, clean and stock bathrooms, ensure buildings are secure, clean windows and perform minor building maintenance and repairs. They also complete outdoor work with keeping lawns or sidewalks clean, mowing grass, tending to ornamental gardens and raking leaves.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and inspects school facilities and grounds for the purpose of ensuring that the site meets standards for safety and cleanliness, identifying vandalism, equipment breakage, weather damage, etc., while keeping concrete surfaces, hedges, bushes, flower beds, xeriscaping and fences free of debris.
- Responds to safety and/or operational concerns for the purpose of taking appropriate actions and maintaining a functioning educational environment.
- Performs specialized semi-annual and annual cleaning and maintenance.
- Performs minor maintenance and repairs of furniture and equipment for the purpose of ensuring safe and efficient use of facilities.
- Must be knowledgeable regarding all areas of suspected asbestos locations within assigned building(s) and assure non-disturbance of these areas by public or staff.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability.
- Sets up and breaks down equipment for/from facility use.
- Notifies supervisor in a timely manner of the need for supplies and equipment.
- Provides lawn care – mow, weed, trim, prune, control undesirable vegetation on district property, with compliance to posting and record keeping in accordance with state law.
- Assists with painting and other outdoor facility and grounds maintenance as needed.
- Communicates in a positive professional manner at all times with personnel and the community for the purpose of maintaining good working relationships.
- Uses safety equipment for the purpose of completing required tasks and adheres to safety practices.
- Must be willing and able to operate a variety of equipment.

- Must be willing to work hours as assigned, on a flexible schedule.
- Must have the physical stamina to lift, carry or move items up to 75 lbs. and have knowledge of appropriate methods of lifting and handling heavier objects.
- Performs any other duties that may be assigned by supervisor.

QUALIFICATIONS

- **Education:** High school diploma or GED required, unless a student worker.
- **Language Skills:** Understand written procedures, speak clearly and understand multi-step written and oral instructions. Ability to communicate clearly and concisely both orally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Must be team oriented and have the ability to develop effective working relationships with students, staff and the school community. Should be able to perform basic math to include calculations, fractions, percentages and ratios.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Performing the job duties of this position requires the following physical demands: reaching, lifting up to 75 lbs., standing, walking, carrying, bending, stooping, kneeling, crouching, sitting and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate, but will be noisy at times depending on equipment being used.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.