



St. Helens School District
St. Helens, OR
Job Description

Job Title: Maintenance/Groundskeeper
Reports To: Facilities Director

JOB SUMMARY

Under the supervision of the Facilities Manager; the Maintenance/Groundskeeper ensures the upkeep, cleanliness, and improvement of all grounds, athletic fields and grounds equipment and buildings assigned to him/her. Performs skilled and semi-skilled work in the maintenance, construction and repair of buildings, equipment and grounds throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Operate and maintain lawn mowers and sweepers and other power equipment used in grounds work (sprayers, pruners, and trimmers) to ensure they work effectively and safely.
2. Develop and carry out a plan for maintaining all the grounds with fertilizing, weed control and irrigation repairs.
3. Perform routine grounds keeping duties including insect control, grass cutting, tree pruning, and shrub trimming to maintain the grounds in a safe and attractive condition. Remove yard debris from school grounds.
4. Maintain athletic fields and tracks.
5. Take the initiative in proposing improvements to grounds, including lawns, shrubs, trees, flowers, seeding, planting and landscaping.
6. Perform pneumatic and DDC control calibrations and repairs to optimized district HVAC efficiency.
7. Maintain boilers, HVAC equipment, pumps, steam lines, steam traps, thermostats, circulation pumps, water pumps, compressors and plumbing ensuring safe and effective operation District wide.
8. Perform maintenance on district equipment and facilities, determining when and what kind of maintenance is needed.
9. Perform plumbing, carpentry, electrical and painting as necessary or requested to maintain the building effectively.
10. Clean gutters, drains, and roofs.
11. Respond to after hours calls/emergencies.
12. Respond to safety, sanitary and fire hazards immediately and take appropriate action.
13. As assigned, set up, take down and move tables, chairs, equipment, shelving and partitions for meetings, athletic events and other District needs as assigned.
14. Make deliveries of supplies and furniture to district buildings.
15. Work successfully with others, particularly principals and custodians of all schools, students and the public, following proper channels in communicating complaints or concerns about building or District level operations.
16. Professionally represent the school and the District in interactions with parents, community, staff, and students.
17. Maintain appropriate certifications and training hours as required.

18. Attend work regularly and punctually.
19. Cultivate and model a respectful working and learning environment.
20. Follow and maintain knowledge of all District policy(ies) and procedures.
21. Other duties as directed.

MARGINAL DUTIES & RESPONSIBILITIES

1. Assist custodial as necessary.
2. Attend staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or General Education Diploma (GED) or equivalent.
2. Previous experience working in landscaping/grounds keeping and/or maintenance strongly preferred.
3. Works well with others from diverse backgrounds.
4. Ability to interact with students and staff appropriately.
5. Ability to communicate fluently verbally and in writing in English.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Mathematical Skills:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
3. Ability to deal with problems involving a few concrete variables in standardized situations.
4. General knowledge of computer usage and ability to use e-mail, internet software, spreadsheets and word processing software.
5. Ability to appropriately communicate with students, teachers, parents and members of the community.
6. Certificates as determined by the District including ability to obtain within six months of hire a valid CPR/First Aid card and state pesticide applicator license.
7. Must have a valid Oregon Driver License.
8. Previous hazardous communication and asbestos training preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. Demonstrate strength and dexterity to operate cleaning tools, tractors, and drills.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, outdoor weather conditions, extreme heat or cold (i.e., freezer, boiler room), risk of electrical shock and vibration.

OTHER

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. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2/3/2023

I have read and understand this job description.

Signature: _____

Date: _____