



South Lane School District

Job Description

Job Title: Maintenance and Grounds - I
Assignment: District Maintenance Department
Reports To: Maintenance Supervisor
Evaluated By: Maintenance Supervisor

JOB SUMMARY

This position is primarily responsible for grounds keeping but performs work in the maintenance, construction and repair of buildings and equipment as needed.

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 related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Performs routine grounds keeping duties including lawns, shrubs, trees, flowers, seeding, planting and landscaping.
3. Operates and maintains lawn mowers and sweepers and other power equipment used in grounds work (sprayers, pruners, and trimmers) to ensure they work effectively and safely.
4. Sets-up and maintains athletic fields and tracks.
5. Inventories grounds equipment and supplies.
6. Assists head custodians, work crews and other persons responsible for grounds at all schools.
7. Maintains the buildings assigned to his/her keeping for the storage of supplies and equipment.
8. Performs routine maintenance as assigned by crew leader including some asbestos work, welding and fabrication.
9. May work as a helper to a skilled worker in performance of plumbing, painting, electrical, carpentry, construction or repair.
10. Performs minor repairs and adjustments to building fixtures and equipment.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
13. Maintains appropriate certifications and training hours as required.
14. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

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

1. Answers telephone.
2. Checks e-mail for staff requests.
3. Assists custodial departments as necessary.
4. Attends staff meetings and trainings as necessary.
5. Works rotating on-call rotations as assigned.

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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Working knowledge of maintenance methods and materials and the use of maintenance equipment and/or grounds keeping. Previous experience working in maintenance positions preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to follow written directions.
- **Mathematical Skills:** 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. Ability to figure proportions, percentages, area, circumference and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, database, spreadsheets and word processing software..
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents, vendors and members of the community. Ability to work independently with limited supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, a valid Oregon Drivers License and Aerial Lift License. Must maintain a good driving record. Previous hazardous materials 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. Anything over 100 pounds requires two people. 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 maintenance tools and machinery.

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, work in small confined spaces, 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, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:

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