

Outdoor Maintenance

DEPARTMENT:	Facilities	REPORTS TO:	Building and Grounds Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full-time	FLSA STATUS:	Non-exempt

Position Description

The Outdoor Maintenance position is responsible for repairing and maintaining the outdoor areas of the school district, including lawns, athletic fields, plantings, irrigation systems, street and parking lot signs, pavements, and playgrounds. Meets with students and staff to resolve work orders and other issues that arise during the regular operations of the schools. Provide labor and transportation services as needed to support other district departmental operations.

Task Title	Essential Job Functions	Percent of Time Spent
Landscape Maintenance	<ul style="list-style-type: none"> Mow grass and maintain flower beds by spraying chemicals as needed. Trim, prune, and otherwise maintain trees on district property. 	40%
Athletic Field & Playground Maintenance	<ul style="list-style-type: none"> Maintain athletic fields, including fencing, benches, goals, signage, and other athletic field fixtures, to ensure safe and well-maintained athletic fields. Ensure irrigation systems function properly. Inspect playgrounds and outdoor areas. Perform repairs and maintenance as needed to ensure student safety. 	30%
Snow Remediation	<ul style="list-style-type: none"> Shovel, plow, and remediate snow as needed to ensure student and staff safety. Deliver salt and other ice removal chemicals on walkways, parking lots, and entryways as needed to provide safe access to school facilities. 	10%
Equipment Transportation and Set-up	<ul style="list-style-type: none"> Assist with transporting district equipment to other buildings or school sites as needed. Assist with setting up equipment for various events or general operations. 	10%
Asphalt Maintenance	<ul style="list-style-type: none"> Maintain and replace asphalt and concrete surfaces around the district as necessary, including by filling and sealing cracks in entryways and walkways to ensure safe access to school buildings. Ensure equipment required for asphalt maintenance is maintained in good working condition. 	4%
Recordkeeping	<ul style="list-style-type: none"> Fill out work orders and maintain records of work performed. 	4%
Other	<ul style="list-style-type: none"> Perform lawn irrigation 	2%

	<ul style="list-style-type: none"> • Perform monthly storm sewer inspections; • Support and assist warehouse operations when necessary 	
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The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** High School Diploma or GED
- **Previous Work-Related Experience:** At least one year of related work experience
- **Licensure:** Valid driver’s license
- Ability to lift and carry up to 100 pounds

Preferred

- **Previous Work-Related Experience:** 3 or more years of related work experience preferred

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Machines/tools: Machines and tools, including their uses, repair, and maintenance.

Skills

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Equipment Selection

- **Occasionally (Up to 2.5 hours or 32% of the day):** Reading Comprehension, Active Listening, Critical Thinking, Monitoring, Management of Material Resources, Time Management, Coordination, Equipment Maintenance, Operation and Control
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Writing, Active Learning, Learning Strategies, Instructing, Negotiation, Service Orientation, Social Perceptiveness, Complex Problem Solving, Judgment and Decision-Making, Installation, Operation Monitoring, Quality Control Analysis, Repairing

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Carrying/Lifting, Multi-limb Coordination, Repetitive Motion,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Balancing, Climbing, Pushing/Pulling, Reaching, Hearing, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Sitting, Crawling, Finger Dexterity,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands:

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Working Environment:

- *High risk and discomfort level:* The work environment involves high risks with exposure to potentially dangerous situations or hazardous environmental conditions that require special safety precautions, e.g., working at great heights, working in extreme temperatures, exposure to fumes or toxic substances, or risk of a possible physical attack. Employees may be required to wear specialized protective clothing or gear, such as breathing apparatus or a safety harness.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-02