Position: Grounds Keeper/Maintenance/Mechanic

Job Summary: Performs duties daily, maintaining buildings, grounds, and mechanical equipment. This includes but is not limited to performing other maintenance duties as assigned by the Director of Facilities.

Qualifications/Minimum Requirements:

1. Minimum of High School diploma required.
2. Experience and training in groundskeeping and maintenance.
3. Ability to maintain grounds equipment and landscaping.
4. A valid Illinois Driver's License is necessary.

Reports to: Director of Facilities

Responsibilities:

- Maintain and operate groundskeeping equipment in good working order.
- Perform groundskeeping and maintenance tasks independently, both indoors and outdoors, without immediate supervision.
- Foster and maintain professional, collaborative relationships with colleagues and staff.
- Safely work in environments with and around children, ensuring proper conduct at all times.
- Maintain buildings, grounds, landscaping, athletic fields, and other assigned areas, as directed by the supervisor.
- Properly care for and perform routine maintenance on all equipment used.
- Ensure safe and timely removal of snow and ice from walkways, parking lots, and other areas as necessary.
- Perform general maintenance and repair work as needed throughout the school district.
- Respond promptly to emergency situations, providing assistance as needed.
- Report maintenance issues, safety concerns, or other problems to the supervisor in a timely manner.
- Assist the Director of Facilities with special projects and tasks, as requested.
- Operate district motor vehicles to transport materials between locations; perform repairs on equipment, fixtures, and buildings; handle mechanical repairs and retrieve materials from storage areas.
- Carry out additional duties assigned by the supervisor when primary job responsibilities are completed.

Benefits:

- The O’Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.