



Athletic Complex Maintenance

Purpose Statement

The Athletic Complex Maintenance employee ensures the cleanliness, safety, and aesthetic upkeep of the Athletic Complex. This position performs a variety of custodial and grounds maintenance duties throughout the year, contributing to a functional and inviting environment for students, staff, and visitors.

Supervisory Relationship

Reports to: District Activities Coordinator or their designee

Essential Functions

- Clean offices, restrooms, hallways, and common areas.
- Assist with daily building operations, including unlocking/locking and setup for events.
- Distribute supplies, packages, and mail throughout the complex.
- Ensure restrooms are stocked with necessary materials.
- Respond to immediate safety concerns and secure complex areas.
- Remove snow and ice from sidewalks and entryways for safe access.
- Mow lawns, trim shrubs, and maintain landscaped areas.
- Prepare and maintain athletic fields including striping, fertilizing, chalking, and minor repairs.
- Operate and maintain grounds equipment such as tractors, mowers, weed whips, and forklifts.
- Perform irrigation system repair and basic plumbing, welding, carpentry, and concrete work.
- Assist in planting and erosion control efforts to maintain a safe and attractive campus.
- Clean storm drains and outdoor common areas to prevent flooding and hazards.
- Apply pesticides and fertilizers as trained and permitted.
- Support district events requiring grounds and facility preparation.
- Communicate effectively with staff and students regarding safety and facility needs.
- Work collaboratively with custodial and maintenance teams.
- Respond promptly and professionally to emergencies and alarms.
- Follow all BPS policies, procedures, and safety guidelines.
- Maintain prompt and consistent attendance.
- Perform other duties as assigned.

Job Requirements: Minimum Qualifications

Skills

- Proficient in operating custodial and groundskeeping equipment.
- Ability to adhere to safety and chemical handling procedures.
- Effective planning, task management, and basic maintenance skills.

Knowledge

- Groundskeeping and custodial best practices.
- Use and maintenance of equipment, safety procedures, and proper chemical use.
- Basic math, reading comprehension, and materials handling.

Abilities

- Prioritize and schedule tasks.
- Work independently and collaboratively.
- Communicate clearly and professionally with diverse individuals.
- Adapt to changing work conditions, seasonal tasks, and interruptions.

Responsibility

Work under moderate supervision following established routines. This position may provide information to others, work across departments, and impact the cleanliness, safety, and visual appeal of the district.

Work Environment

Work involves physical labor in indoor and outdoor environments with seasonal temperature fluctuations. Requires significant lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and fine motor dexterity. Exposure to cleaning chemicals and potential safety risks is routine.

Experience

Custodial or grounds maintenance experience preferred

Education

High school diploma or equivalent.

Certificates and Licenses

- Valid driver's license and insurability
- Forklift certification (or ability to obtain)
- Pesticide application certification preferred
- Journey Level Certificate preferred

Continuing Education/Training

Maintain required certificates and training for equipment and safety compliance

Clearances

Criminal justice fingerprint/background clearance required

FLSA Status

Non-Exempt

Salary Grade

SL

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.