



## Anamosa Community School District

**Job Title:** School Year Maintenance Help

**Reports to:** Director of Operations and Facilities/Maintenance

**Status:**            ☐ Full Time            ☒ Part Time  
                         ☒ Hourly                ☐ Salary

**DATE REVISED:** March 2025

### EXECUTIVE SUMMARY:

Work alongside full time staff and independently, performing a variety of outdoor and indoor maintenance tasks, to ensure a safe and clean environment.

### ESSENTIAL FUNCTIONS:

- Perform outdoor yard work, including, but not limited to, mowing, trimming, landscaping, weeding, and outdoor painting, maintaining a high standard of safety, cleanliness, and efficiency;
- Maintain equipment and assist with athletic field maintenance;
- Conduct indoor tasks such as cleaning, painting, and moving classroom furniture and equipment;
- Lift, carry, and arrange furniture as needed;
- Represent the District in a professional manner at all times;
- Other duties as assigned.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

#### Education and Licensure:

- Valid Iowa drivers license

#### Knowledge and Skills:

- Ability to work with and learn basic tools of the trade, such as lawn mowers, trimmer, and hand carts;
- Knowledge of the use and care of materials, tools, and equipment;
- Capable of planning, organizing, and carrying out daily work schedules;
- Able to work independently on tasks;
- Able to work in adverse weather; rain, wind, lack of air conditioning, cold, heat, etc.;
- Responsible attitude towards job and fellow workers;
- Reports to work as scheduled on a regular and reliable basis;
- Effective oral and written communications;
- Aptitude for detail;
- Ability to work under pressure with frequent interruptions;
- Ability to solve problems effectively;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form;
- Ability to establish and maintain effective working relationships with administrators, directors, colleagues, community members, staff and students;
- Ability to speak clearly and concisely both in oral and written communication;
- Ability to perform duties with awareness of all district requirements and Board of Education policies;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:** *(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.)*

Physical Activity	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing				X
Balancing			X	
Stooping				X
Kneeling			X	
Crouching			X	
Crawling		X		
Reaching				X
Standing				X
Walking				X
Pushing				X
Pulling				X
Lifting up to 25 lbs				X
Lifting up to 50 lbs				X
Lifting up to 100 lbs			X	
Use of Fingers - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm				X
Grasping				X
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.				X
Talking			X	
Hearing				X
Repetitive motions				X
Visual:	The worker is required to have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc. The worker is required to have visual acuity to operate motor vehicles or heavy equipment. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).			

Working Conditions	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment			X	
Outdoor environment				X

Extreme temperatures			X	
Noise				X
Vibration				X
Subject to hazards, such as:				
- proximity to moving mechanical parts				X
- Proximity to moving vehicles				X
- Electrical current			X	
- Working in high places			X	
- Exposure to high heat			X	
- Exposure to chemicals				X
Exposure to atmospheric conditions, such as:				
- Fumes				X
- Odors				X
- Dust				X
- Mists				X
- Gases				X
- Poor ventilation		X		
Subject to oils or other cutting agents			X	
Required to wear respirator		X		
Work in close quarters, crawl spaces, shafts, or other spaces that may cause claustrophobia		X		
Exposure to infectious disease			X	

**TERMS OF EMPLOYMENT:**

Salary, benefits, and work year as established by the board.

**EVALUATION:**

Performance of this job to be evaluated annually by the Maintenance Director.

**EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

*The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.*

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_