

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Building and Grounds Maintenance Worker

QUALIFICATIONS:

- A. Ability to read, write, and perform simple math. High school diploma or equivalent required.
- B. General maintenance and grounds maintenance work experience required.
- C. Knowledge of the methods, practices, and techniques of maintaining building and grounds.
- D. Knowledge of the equipment, tools, and materials used in building and grounds maintenance.
- E. Ability to operate industrial-rated cleaning equipment, perform industrial-type cleaning tasks, climb ladders, and work at heights of at least 16 feet.
- F. Ability to lift heavy objects (50 lbs. to a height of 30"; 30 lbs. to a height of 66").
- G. Ability to keep detailed records of activities performed.
- H. Ability to work with adults and students in an alternative education, special education, and/or day care environment.
- I. Possess valid Pennsylvania driver's license.
- J. Ability to maintain confidentiality relative to workplace matters.
- K. Ability to successfully complete post-offer job-related essential function screening.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

POSITION GOAL:

Maintain buildings and grounds of all buildings owned or leased by the Berks County Intermediate Unit. Assist in custodial duties as needed.

REPORTS TO:

Facilities Supervisor

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Assist Transportation Department in snow removal and salting of parking lots and sidewalks to provide a clean and safe area at all entrances/exits. May require night and weekend availability for snow removal.
- B. Move furniture for all programs of the BCIU including building to building, office to office, and buildings to storage units and keep inventory and location of materials in storage units.
- C. Perform maintenance to the building such as lighting and ballasts, hanging pictures, and bulletin boards, maintaining HVAC equipment, as assigned, plumbing, carpentry, painting, and furniture assembly as directed.
- D. Report and evaluate malfunctioning equipment and building repairs to supervisor.

- E. Perform gardening/lawn maintenance as directed by mowing grass and trimming, pulling weeds and applying mulch, removing dead trees/shrubs and replanting as necessary, and pruning/trimming trees and shrubs.
- F. Maintain playground equipment at all BCIU sites.
- G. Move supplies (i.e., computer paper, etc.) to storage rooms. Keep loading dock clear of materials. Deliver supplies and materials to BCIU buildings/programs.
- H. Fulfill job orders, repairs, errands as assigned by Project Administrator.
- I. Paint interior and exterior of buildings.
- J. Maintain building and grounds in excellent condition at all times.
- K. Be available for security calls (fire, police, security) if necessary.
- L. Perform assigned custodial tasks ever vigilant of maintaining confidentiality regarding material seen or overheard in the course of performing job duties.
- M. Conduct building opening in the morning, if needed, which includes but not limited to:
 1. Unlocking doors.
 2. Turning on, repairing or replacing lights in the building as necessary, checking all emergency exit lights, and repairing or replacing ballasts, as necessary.
 3. Check on meeting room set-ups or changes to rooms scheduled for daytime use.
- N. All other related duties as assigned by the Project Administrator or Assistant Executive Director.

POSITION SPECIFICATIONS:

- A. Work Year
 - Full- time position, 12 months
- B. Work Schedule
 - 8 hours/day, Monday - Friday (Flexible hours when appropriate; overtime, if necessary)
 - Availability for some weekend hours or split shifts or emergencies, if necessary
- C. Physical Demands
 - Heavy lifting - up to 60 pounds
 - Frequent carrying - up to 25 pounds
 - Frequent climbing, particularly on ladders up to 16'
 - Occasional crawling
 - Regular bending, stooping, twisting, reaching, grasping
 - Active movement on regular basis
 - Ability to successfully complete essential function screening
- E. Sensory Abilities
 - Visual acuity to be able to see when areas are clean
 - Ability to detect the smell of hazardous odors
 - Depth perception to be able to judge distance from objects
 - Ability to see or hear fire alarm signal
 - Ability to distinguish colors
- F. Work Environment
 - Inside and outside year round
- G. Temperament
 - Ability to perform routine tasks repeatedly to the satisfaction of immediate supervisor
 - Ability to work as a member of a team
 - Must be courteous and able to deal effectively with the various publics that use the facility
 - Must be cooperative, congenial, and service-oriented

H. Cognitive Ability

Ability to follow simple directions as given by Project Administrator and/or Building and Grounds Maintenance Person

Ability to follow to completion assigned tasks with minimal supervision

Ability to schedule time to meet deadlines

Ability to work alone and with others

TERMS OF EMPLOYMENT:

Non-Exempt. Full Time, Twelve months/year. Hourly rate established as per AFSCME Collective Bargaining Agreement. Level V.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. The probationary period for new hires shall be sixty (60) working days in length.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: January 11, 2018

CC: Employee File