

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Grounds Maintenance Worker

JOB TITLE: Grounds Maintenance Worker	LOCATION: Central Office
IMMEDIATE SUPERVISOR: Supervisor of Maintenance	WORK SCHEDULE: 12-month-260 days PAY GRADE: 208
SPECIAL REQUIREMENTS: None	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: 1. Minimum of two years' experience in a building trade. 2. Demonstrated aptitude or competence for assigned responsibilities. 3. Must be able to work flexible hours and be available on call if needed. 4. Must possesses the ability to use a computer for answering emails, looking at plans and working on digital work order system. 5. Must be able to work during inclement weather. 6. Ongoing evidence of mental and physical competence to perform assigned responsibilities may be required from a qualified physician 7. Such alternatives to the above qualifications as the Board many find appropriate and acceptable 8. Valid Virginia driver's license 9. Must be 18 years old	

JOB GOALS:

Under the supervision of the Supervisor of Maintenance, the Grounds Maintenance Worker is responsible for the overall maintenance and scheduled maintenance of the physical plant. Responsibilities include: repairs and maintenance of internal and external machinery, plumbing, electrical system, air conditioning system, physical structure and equipment of school plants in accordance with blue prints, operational manual and building codes; Maintains the physical school plant in a condition of operating excellence to ensure full educational use of the plant at all times. This individual is also responsible for making recommendations to the Supervisor of Maintenance on Capital Improvement needs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Performs ground maintenance work including mowing, trimming, edging, pruning, fertilizing, weeding, planting, mulching and gutter cleaning;
- Keeps all facility grounds free of litter and debris;
- Maintains landscape areas using best practices;
- Performs minor maintenance and installation independently;
- Plants and prunes ornamental plants to achieve healthy and attractive landscapes;
- Maintains and repairs grounds tools and equipment;
- Attends all general and in-service meetings;
- Responds to maintenance emergencies during off-duty hours, as required;
- Maintains a clean, neat appearance, appropriate to position;
- Keeps an updated log of current equipment, parts, and service records or needs;
- Assists when needed for the set-up of special events;
- Adheres to guidelines of confidentiality as outlined in federal and state laws and School Board Policies and Procedures;
- Maintains a record of appropriate attendance and punctuality;
- Serves as an optimal role model for students, colleagues, and in the general public;
- Complies with all district and school policies and regulations;
- Assists with moving division owned or leased equipment throughout the division as requested and approved by their supervisor;
- Hauls away debris from facilities to their appropriate facility of disposal;
- Performs others duties as assigned

ADDITIONAL QUALIFICATIONS:

1. Must demonstrate aptitude or competence for assigned responsibilities.
2. Must be able to work flexible hours and be available on call if needed.
3. Must possesses the ability to use a computer for answering emails, looking at plans and working on digital work order system
4. Must be able to work during inclement weather.
5. Must maintain on-going evidence of mental and physical competence to perform assigned responsibilities may be required from a qualified physician
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must hold a valid Virginia driver's license.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.