CHURCHILL COUNTY SCHOOL DISTRICT

MAINTENANCE/GROUNDS TECHNICIAN

FSLA STATUS: Non-Exempt **Created: 5/2023**
Last Revised:

DEFINITION

Performs skilled grounds keeping, sprinkler design, installation, repair and maintenance; landscaping; snowplowing; and equipment construction and repair work involved in the maintenance of school grounds, playgrounds, athletic fields and landscaped areas.

Performs a variety of skilled and semi-skilled maintenance duties in the general and/or preventative maintenance and repairs to buildings, facilities, and equipment of the district.

The primary responsibility of the grounds/maintenance worker is to maintain all landscaping within the designated area to present a clean and safe environment for students, staff and visitors. And to maintain equipment and assist in repairs and maintenance of all district facilities.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently requiring some measure of initiative under the general supervision of the Operations Manager.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Install, perform scheduled maintenance, and repair equipment; remove graffiti as necessary.
2. Assist in other areas of maintenance and operation department as assigned; may assist in delivering supplies.
3. Perform minor and major adjustments, service and repair on assigned grounds and maintenance equipment.
4. Inspect, repair, fabricates, installs, services and maintains equipment and building of the District; identifies facility maintenance needs.
5. Performs and maintain various concrete work; construct or modify various concrete structures; construct sandboxes and other related concrete structures.
6. Order and obtain supplies and materials as needed.
7. Operate a variety of tools and equipment utilized in groundskeeping and maintenance; gardening work such as mower, power sweeper, van loader, backhoes, grader, rototiller, jackhammers, cement mixer, spray equipment, saws and various small hand and power tools.

MAINTENANCE/GROUNDS TECHNICIAN, continued

8. Assists in maintenance; general electrical, pneumatic climate controls and valves involved in heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchanges, plumbing, plastering, welding, heating, air conditioning, carpentry and mechanical repair work at school sites.
9. Prepares surfaces for painting and routine maintenance.
10. Installs repairs and replaces plumbing fixtures including sinks, toilets, faucets, water heaters, and pipes; cuts and threads pipes, clears obstructions from water and sewer lines.
11. Repairs or replaces relays, heavy-duty fuses, interlocking and magnetic control circuits, alarm systems, and time clocks; measures, cuts, threads and installs electric conduits; cuts, welds and braze lights and heavy gauge metals.
12. Installs, alters, maintains and repairs electrical wiring systems and equipment including air conditioning systems, pumps, exhaust fans, coolers and appliance motors.
13. Performs welding and pipefitting functions; repair roofs, skylights, and other existing structures.
14. Assist with remodels, removal of debris, repair playground equipment and other repair duties as assigned.
15. Operates, maintains and repairs a variety of mechanical tools and equipment such as power saws, power sanders, drills, paint sprayers, welders, plumbing snakes, rudders, routers, grinders, electric generators, gas, diesel and natural gas engines, and sump pumps.
16. Constructs, installs, remodels and repairs a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, doors and masonry walls; construct a variety of specialized items as required including signs and furniture; build forms; pour and finish concrete.
17. Inspects district roofs; cleans gutters and downspouts to clear debris from roof tops; patches or replaces worn and broken gutters, downspouts, drain caps, and roof leaks and potential roof leaks throughout the district; repairs fans screens on roofs; repairs or replaces damaged or worn roof vent caps.
18. Estimate, requisitions, order and retrieve materials for jobs.
19. Water, cultivate, weed, mow and edge lawns; rake leaves and removes trash; sweep walkways.
20. Install, repair and maintain sprinkler systems including athletic field systems.
21. Prune or trim trees, shrubs, flowers or hedges, using shears, pruners, or chain saws; remove diseased, damaged and unwanted trees and shrubs.
22. Clean asphalt areas and play fields; prepare and clean area for sports events.
23. Mix and spray pesticides on fence lines and areas as necessary; fertilize flowers, plants, trees and lawns.
24. Operate truck, forklift, tractors, aerators, power sweeper, large power lawn mower, and hand tools as needed.

MAINTENANCE/GROUNDS TECHNICIAN, continued

25. Layout and install irrigation sprinkler systems; inspect and maintain irrigation sprinkler systems to assure proper operating conditions. Repair and make minor adjustments as necessary.
26. Operate tractor, dump truck, bucket truck, large power lawn mower, skiploader and other larger motorized equipment to maintain lawn and other landscaped and grounds areas.
27. Mow large lawns; trim shrubs, hedges, and trees, and edges lawns and borders.
28. Design, layout and install irrigation sprinkler systems; inspect and maintain irrigation sprinkler systems to assure proper operating conditions. Repair and make minor adjustments as necessary.
29. Design, layout and maintain athletic fields.
30. Install, repair and maintain playground equipment.
31. Conducts monthly safety inspections on playground equipment and related tools and equipment.
32. Performs asphalt repair work as necessary.
33. Installs, repairs and maintains chain link fences.
34. Performs duties and assigned work on various major projects requiring work direction and guidance as assigned.
35. Operates equipment necessary to perform snow removal duties.
36. Install landscaping and plants of varying types and sizes.
37. Performs preventative maintenance on assigned equipment.
38. Prep equipment, machinery, tools, and vehicles before use.

QUALIFICATIONS - *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- Methods, materials, tools and equipment used in propagating, cultivating, pruning and caring for the districts landscape;
- Methods, techniques, tools and materials used in one or more trades including; carpentry, electrical, painting, plastering, welding, plumbing, heating and air conditioning and mechanical repair work;
- Hand and power tools used in grounds keeping;
- Safe work practices;
- Common hazards to safety found in and around buildings; and
- Proper handling and use of chemicals, solvents, and other potentially hazardous materials.
- Chemicals used in grounds maintenance

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- The design, layout, and installation of irrigation systems
- Repair and replacement of irrigation systems
- Routine maintenance and repair of grounds & maintenance equipment
- Constructing, maintaining, and inspecting playground equipment
- Snow removal equipment and procedures
- Uses and purposes of tools, equipment and materials used in the building trade.

Ability to:

- Perform general gardening work;
- Understand and follow oral and written directions;
- Operate a variety of vehicles and equipment in a safe and effective manner;
- Perform heavy manual labor;
- Use and operate hand tools, mechanical equipment in a safe and effective manner;
- Work independently in the absence of supervision;
- Establish and maintain effective working relationships with those contacted in the course of works;
- Follow work activities with or without reasonable accommodations;
- Work in an outdoor environment, subject to adverse weather conditions;
- Perform preventative maintenance on equipment;
- Maintain regular attendance and punctuality;
- Have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally;
- Learn to perform unskilled and semi-skilled tasks in a variety of constructions and maintenance activities; and
- Ability to recognize, understand, interpret, and apply local, state, federal and national codes and regulations including but not limited to; Occupational Safety and Health Administration (OSHA), International Building Code (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), and Environmental Protection Agency (EPA), etc.

Skills to:

- Control operations of equipment and systems;
- Use equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate specialized equipment and tools utilized in the diagnosis, repair, installation and maintenance of HVAC and refrigeration systems;
- Plan and organize work schedule;
- Maintain flexibility in work schedule;
- Operate large motorized equipment;

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- Operate hand and power tools common in the work environment

Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:
Three (3) years progressively responsible experience in grounds and maintenance, sprinkler installation and repair, landscaping, snowplowing, facility and equipment construction and repair. Experience within a specialized trade area.

Preferred not required:
Completion of apprenticeship program in the HVACR trade, plus one (1) additional year of HVACR experience; or, Five (5) years HVACR experience, plus possession of a valid journeyman certificate/license; or, Five (5) years HVACR experience in the Churchill County School District, and completion of apprenticeship program in the electrical trade, plus one (1) additional year of electrical experience; or, Five (5) years electrical experience, plus possession of a valid journeyman certificate/license.

Training:
Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, supplemented by additional training in a specialized trade including electronics, carpentry, painting, locksmith, electrical services, or a related field

Possession of a high school diploma or equivalent (GED).

Required Certifications and Licenses:
Must possess and maintain a valid Nevada Driver's License.

Must have a clean State of Nevada motor vehicle record at the time of hire and must be maintained for the duration of employment.

Copy of driving history issued by the Department of Motor Vehicles at time of application placement and at time of interview prior to final selection.

GROUNDS/MAINTENANCE WORKER, continued

Possession of, or ability to obtain an appropriate valid CDL driver's license.

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Preferred not required:
Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40, CFR 82. If certification is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of employment.

Physical and Mental/Intellectual Requirements - *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Frequent-constant standing in combination with walking over grass and uneven terrain. Distance varies according to assignment, may exceed 3 miles per day. Frequent lifting of 10-50 pounds. Infrequently lifting between 50-80 pounds. Dexterity and strength to use both hands and arms in moving equipment and materials; using hand and power tools. Dexterity and ability to climb on and off of equipment on occasion. Frequently performs repetitive bending at waist and neck while digging and using pickax. Requires frequent bending at the knees, waist, and neck while working on sprinkler heads, and can be for extended periods. Strength and endurance to constantly use both hands and arms in reaching, handling, grasping, fingering, and gripping of objects. Requires overhead reaching in taking pipes off pipe racks.

Please see chart below indicating specific physical requirements.
In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION
(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing				X
Walking				X
Bending/Stooping/Squatting/Twisting				X
Crawling		X		
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)		X		

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Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight		X		
Pushing			X	
Pulling			X	
Grasping/Gripping			X	
Handling			X	
Applying Torque (arms)			X	
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/CRT	X			
Driving a Vehicle				X
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders> 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemicals/Waste			X	
>8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes		X		
Visual Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination	X			
Audio Arms		X		
Ability to Smell		X		
Hearing protection	X			

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Working Conditions: ***Work is performed under the following conditions.***
Work is primarily performed outdoors in a field environment with exposure to all typical weather conditions, including travel from site to site. Possible exposure to sharp objects, pinch points, moving objects, vehicles, moving mechanical parts, odors, fumes, gasses, dust, noise, vibration, slippery surfaces, PVC cement, and solvents.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employees Signature: _____ Date:_____

Human Resources Signature: _____Date:_____