

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Facilities Utility Technician Groundsman, Utility**
 Pay Schedule/Range: **Classified**
 Prepared/Revised Date: **September 12, 2023 February 23, 2023**

Reports To: **Grounds Manager**
 FLSA Status: **Non-exempt**
 Work Year: **261 days**

SUMMARY: Responsible for maintaining landscape of properties across the district, including but not limited to mowing, edging, trimming, and pruning. Assists the facilities and custodial teams with snow removal efforts. Performs various custodial duties, including cleaning restrooms and locker rooms, removing trash, vacuuming, and scrubbing/mopping floors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency
1. Mow, trim, edge, and prune landscape across district properties.	D
2. Blow, power wash, sweep, etc. exterior of buildings district wide.	D
3. Support with setup and takedown of district sporting events, concerts, graduation, etc.	D
4. Clean, sanitize, and disinfect restrooms, locker rooms, hallways, offices, and classrooms.	D
5. Floor refinishing, carpet extraction, and other periodic cleaning duties as assigned by supervisor.	W
6. Remove snow in parking areas, roadways, and sidewalks.	W
7. Work occasional late evening and/or early morning shifts for snow removal and other events as required by supervisor.	W
8. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school
- More than one year and up to and including three years of experience in grounds and custodial maintenance.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with various landscape maintenance equipment.
- Operating knowledge of and experience with driving trucks pulling various types and sizes of trailers.
- Operating knowledge of and experience with custodial cleaning equipment and supplies.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	<u>Grounds Manager & Building Supervisor</u> Grounds Manager	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to sit. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; risk of electrical shock. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Occasionally required to compare, analyze, copy, coordinate, instruct, compute, synthesize, evaluate, compile and negotiate.