

## **LAPEER COMMUNITY SCHOOLS**

- I. JOB TITLE:** Maintenance/Grounds
- II. Wage Classification:** 1
- III. REPORTS TO:** Under direct supervision of the Director of Operations in consultation with District and Building Athletic Administrators
- IV. GENERAL DESCRIPTION OF POSITION:**  
Responsible for Athletic Facilities/Maintenance assignments as indicated below.
- V. QUALIFICATIONS (Required):**
- A. Must have valid Michigan Driver's License.
  - B. Must take a working knowledge of 6 and 12 VDC vehicle systems.
  - C. Must possess/demonstrate mechanical aptitude necessary to maintain assigned equipment.
  - D. Must take Electric exams Levels I and II scoring at least 70%.
  - E. Must take Pneumatic exams Levels I and II scoring at least 70%.
  - F. Must take Plumbing exams Levels I and II scoring at least 70%.
  - G. Must take Heating Control System exam scoring at least 70%.
  - H. Must have ability to read and interpret technical data, prints and schematics
  - I. Must have certification for asbestos removal, as required by law, within 180 calendar days.
  - J. Must be able to perform all essential duties described below.
- VI. GENERAL RESPONSIBILITIES:**
- A. Outdoor Athletic Season (July – October; April – June)
    - 1. Preparation of athletic fields for practice and competition;
    - 2. Maintenance of equipment needed to maintain practice and competition athletic fields;
    - 3. Substitution for any unit position or provide additional operator/cleaner and maintenance support as directed by District management;
    - 4. Maintain calendar of athletic events/times/places/locations.
  - B. Winter (November – March)
    - 1. Responsible for exterior and interior maintenance and repair to schools, grounds, and building equipment;
    - 2. Responsible for electrical, plumbing, mechanical and pneumatical systems;
    - 3. Responsible for emergency maintenance and repairs.
- VII. ESSENTIAL DUTIES:**
- A. Outdoor Athletic Season (July – October; April – June)
    - 1. Care for and maintain athletic fields for practice/competition;
    - 2. Assist in preparing facilities for use for academic extracurricular, and community events as directed by Supervisor of Facilities & Grounds;
    - 3. Operate all groundskeeping equipment;
    - 4. Irrigate turf as needed;
    - 5. Repair athletic equipment as needed;
    - 6. Perform routine operational inspection of groundskeeping equipment prior to use;
    - 7. Perform post-use inspection and cleaning of groundskeeping equipment;
    - 8. Perform periodic inspection and preventative maintenance of groundskeeping equipment;
    - 9. Clean and arrange the groundskeeping equipment storage building;
    - 10. Inspect grounds, exterior structures and fences, and athletic facilities. Report deficiencies and discrepancies to the Supervisor of Facilities & G

- B. Winter (November – March)
1. Repair/install plumbing and plumbing fixtures;
  2. Repair and replace electrical fixtures;
  3. Maintain an inventory of commonly needed parts for the District;
  4. Repair and service heating and ventilation systems;
  5. Repair and service pneumatic systems as needed;
  6. Assist in the technical training of cleaners/operators;
  7. Assist in special event set-up;
  8. Secure buildings after vandalism;
  9. Remodel existing school facilities;
  10. Order/purchase repair and replacement parts as needed and as directed by immediate supervisors;
  11. Do special assignments as directed;
  12. Assist in furniture repair;
  13. Conduct preventive boiler maintenance;
  14. Assist in snow removal;
  15. Assist Operators and Head Operators as needed;
  16. Accept deliveries and assist in unloading of deliveries;
  17. Be knowledgeable of related health and safety procedures as provided by the employer in order to appropriately handle the above duties;
  18. Maintain records of mechanical repairs to buildings that required district maintenance staff.

**VIII. Auxiliary Duties:**

Perform other related duties as assigned.