

JOB DESCRIPTION

TITLE: Buildings & Grounds Maintenance

QUALIFICATIONS:

1. Required to obtain a Black Seal Boiler Operators license within the first year of employment
2. Knowledge of grounds keeping equipment and landscaping
3. Ability to read, write and communicate effectively
4. Must possess a valid driver's license
5. Required criminal history background check and proof of U.S. citizenship or legal alien status

REPORTS TO: District Facilities Manager or Designee

JOB GOAL: To perform routine and extensive grounds keeping and building maintenance duties on all district buildings and facilities.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and repair District facilities, buildings and grounds, to include, but not limited to: carpentry, masonry, lighting, plastering, floor and wall, driveways, parking lots, sidewalks and curbs, fences and backstops, bleachers, lockers, and athletic fields repair work.
2. Inspect facility to identify building maintenance needs.
3. Operate and maintain a variety of mechanical tools and equipment such as power saws, power sanders, drills, lawn mower, snow blower, back hoe, loader, etc. as well as various hand tools required for maintenance skills.
4. Cut lawn, trim and edge around walks, flower beds, walls, etc.
5. Plant grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth.
6. Sprays lawns, trees and shrubs with fertilizers and insecticides under the direction of a licensed applicator.
7. Removes snow and ice from building walkways, parking lots and steps.
8. Assemble furniture and equipment.
9. Receive and deliver mail and packages. Process shipping and receiving requests and maintain receiving records.

10. Opens and secures doors, windows, gates and outside buildings. Maintain security of the facilities.

11. Perform related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board

EVALUATION:

Performance of this job will be evaluated at least annually in accordance with the Board's policy of evaluation of custodial/maintenance staff.

APPROVED: 6/24/08

Revised: 5/11/10