



Building & Grounds Maintenance Job Description

April 2026

Immediate Supervisor	Executive Director of HR & Operations (COO)	Work Day	12 month	FLSA Status	Non-Exempt
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Position Summary

Performs a variety of skilled and semi-skilled maintenance work and repair of building and grounds; and to do related work as required.

Duties & Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with carpentry, painting, plumbing and electrical work.
- Assists with performing a variety of skilled and semi-skilled work in the maintenance and repair of district buildings and grounds.
- Assist in promoting safety, health, and comfort of all stakeholders in district building and grounds.
- Performs work involved in cleaning and care of the district buildings and facilities.
- May maintain assigned areas of buildings and facilities in a clean, orderly and safe condition.
- Perform preventative maintenance, repair and installation of facilities systems, equipment and grounds.
- Maintains an adequate inventory of supplies by receiving deliveries, taking inventories, distributing, and placing purchase requests.
- Takes care of equipment and materials used in work assignments.
- Participates in the repair and remodeling of district buildings.
- Assists with the inspection of buildings and facilities for needed repairs.
- Completes and maintains records and reports for all work orders, repairs, and inspections.
- Responds to emergency situations such as water leaks, fires, injuries etc. Contacts the appropriate staff members and/or authorities, when appropriate.
- Uses and operates a variety of hand and power tools.
- Establishes and sets priorities based on the needs and urgency of the situation, always keeping health and safety the first priority.
- Knowledge of occupational hazards and maintain safety and security of assigned work areas.
- Attends meetings and/or trainings for the purpose of maintaining skills and/or meeting OSHA safety requirements.
- Performs errands and other duties as requested by the supervisor.
- Act as substitute custodian when necessary.

Building and Grounds Maintenance Responsibilities:

- Assists with carpentry, painting, plumbing and electrical work.
- Assists with building alterations.
- Assists with heating, air conditioning, and ventilation systems maintenance and repairs.

- Moves and arranges furniture and equipment.
- Be the primary source of initiation of maintenance and repair work orders for the district. Responsible for responding to and completing work orders in a timely manner.
- Complete the routine preventative maintenance for all facility equipment related to maintenance, electrical, plumbing, mechanical or HVAC systems. Assist in preventative maintenance of all other equipment.
- Checks and keeps records of all equipment battery changes, fire extinguishers, and emergency lighting systems for damage or operational problems. Reports needed repairs to the supervisor.
- Monitors building temperatures and reports any deviations or failures to the supervisor. Ensures building heating and cooling schedules are turning off/on at appropriate times. Checks HVAC gauges to ensure the system is operating within established limits.
- Perform routine building and grounds inspections, as assigned by the Facilities Director.
- Maintains logs and checklists per established schedule. Reports all equipment malfunctions and facility maintenance needs to the Facilities Director.
- Mows and edges lawns and other grounds areas.
- Ensure proper care of grounds, including trimming and watering the grounds..
- Operates a variety of irrigation equipment.
- Performs landscaping and gardening.
- Performs snow and ice removal from parking lots, sidewalks, entrances, emergency exits, and other areas that may require foot traffic.
- Prepares all required reports, forms or other documents as required by PACT Charter School or supervisor, relating to building monitoring procedures.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> • High School Diploma or GED, technical school or trade school OR 6-12 months of related experience OR Equivalent combination of education and experience • Experience working in a school related field desired. • A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits. • Possession of a valid Minnesota Driver's license. 	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> • Basic knowledge of carpentry, electrical, and plumbing trades. • Standard tools, methods, practices, and materials involved in one of building trades such as carpentry, painting, plumbing, and electrical. • Methods and practices followed in the maintenance of tools, machinery and equipment. • Occupational hazards and safety precautions of bldg maintenance trades. <p><u>Ability to:</u></p> <ul style="list-style-type: none"> • Perform a wide range of skilled and semi-skilled building trades work. • Learn applicable provisions of building, electrical, and plumbing codes. Use a variety of building trades tools and equipment. • Recognize and locate conditions which require maintenance and repair work. • Use and care for hand and power tools utilized in the building trades. • Estimate time and materials needed to perform maintenance, construction, and repair jobs. • Follow written and oral instructions. • Read and write English and be able to interpret documents. • Perform arithmetic calculations at the level necessary for satisfactory job performance.

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Physical Requirements:

- Requires exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently to move objects.
- Requires prolonged sitting or standing, climbing and balancing.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning and reaching.
- Must work indoors and outdoors year-round in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.
- Must be able to drive a mechanical vehicle.
- Must be able to work in high places.

Hazards and Atmospheric Conditions (Varies by season - % of day)

- Exposure to fumes (2%-10%)
- Exposure to dust (10%-50%)
- Wet and/or humid (2%-80%)
- Noise (5% - 50%)
- Vibration (5%-50%)
- Mists and gasses (2%-10%)
- Mechanical hazards (5%-50%)
- Chemical hazards (2%-10%)
- Electrical hazards (2%-10%)
- Radiant Energy hazards (1%)
- Explosives hazards (1% -5%)
- Burn hazards (1%-5%)
- Exposure to Extreme Temperatures (2%-80%)

Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Employee Signature

Date

Executive Director of HR & Operations (COO) Signature

Date