

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

BUILDING AND GROUNDS MAINTENANCE WORKER JOB DESCRIPTION

Purpose: The Buildings and Grounds Maintenance Worker maintains school buildings and grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks the Buildings and Grounds Maintenance Worker must work closely with the staff and administration of U.S.D. #230

Responsible to: Buildings and Grounds Supervisor

Payment Rate: According to Classified Salary Schedule

Benefits:

- Fringe benefits as scheduled by the Board of Education.
- Vacation days as schedule by Board of Education Policy
- 12 Sick Days leave per year, accumulative to sixty (60 days).
- 1 Day Personal leave per year, un-accumulative.
One (1) additional personal day may be taken and deducted from sick leave.
- 2 Days Bereavement leave per year, un-accumulative.
One (1) other bereavement days may be taken and deducted from sick leave.

Qualifications:

1. High School diploma or equivalent.
2. Experience in building and grounds operations.
3. Desire to continue career improvement.
4. Familiarity with computers and software relating to maintenance and inventory.
5. Ability to read chemical labels.
6. Ability to read material safety data sheets (MSDS).
7. Ability to initiate and complete work orders.
8. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

Essential Functions:

1. Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Support the value of an education.
7. Support the philosophy and vision of U.S.D. #230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

General Responsibilities:

1. Assist in maintaining school buildings and grounds in top condition.
2. Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
4. Perform preventive maintenance, repair, and installation in connection with:
 - a. electrical, plumbing, and HVAC systems.
 - b. exterior and interior of buildings.
 - c. school grounds.
5. Move equipment and materials within and between school buildings.
6. Work overtime when emergencies arise in order to prevent disruption of the schools.
7. Act as a substitute custodian when necessary.
8. Observe district policies at all times.
9. Keep abreast of new information, innovative ideas and techniques.
10. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by the Buildings and Grounds Supervisor or Administrative Staff.