

Maintenance & Grounds Worker

Williston School District #7

Job Title: Maintenance & Grounds Worker
FLSA: Non-Exempt
Reports to: Maintenance Director

Job Summary:

Engages in maintaining and repairing physical structures of school district buildings and grounds.

Essential Duties and Responsibilities:

- ☐ Engage in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.
- ☐ Perform ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, raking and disposing of leaves and refuse, and removing snow.
- ☐ Move furniture and unload and store supplies as requested. Operate equipment safely and efficiently.
- ☐ Perform a variety of duties to include, but not limited to, vehicle maintenance and body repair, carpentry, and plumbing.
- ☐ Observe safety and security procedures, report potentially unsafe conditions, and use equipment and materials properly.
- ☐ Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS:

Ability to identify and resolve problems in a timely manner. Ability to maintain confidentiality. Ability to communicate well with others. Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed. Ability to follow policies and procedures. Ability to prioritize and plan work activities and use time efficiently. Ability to approach others in a tactful manner. Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals. Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to meet challenges with resourcefulness and generate suggestions for improving work.

TECHNOLOGY SKILLS:

Basic Computer Skills Preferred

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent is preferred. Current and clean North Dakota driver's record. Have or be able to obtain a CDL with air brake, passenger and school bus endorsement.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and use hands and feet to operate a vehicle. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and vibration.

WORK ENVIRONMENT:

TERMS OF EMPLOYMENT:

261-day calendar.

Employee Printed Name

Employee Signature

Date