

Schoolcraft Community Schools

Job Title: MAINTENANCE and GROUNDS WORKER

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt

Paid By: Schoolcraft Community Schools

QUALIFICATIONS:

1. Appropriate educational background.
2. Physical ability to perform assigned job duties.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Possesses a working knowledge of building maintenance, mechanical functions, carpentry, roofing, electricity, refrigeration.
5. Ability to work with computers.
6. Be capable and demonstrate the establishment and maintenance of harmonious effective relationships with staff, supervisors, and co-workers.

RESPONSIBLE TO: Maintenance Supervisor

SUPERVISES: None

CERTIFICATES, LICENSE, REGISTRATION:

CDL with P&S Endorsement, and other certifications, license and registration if applicable.

PERFORMANCE RESPONSIBILITIES:

Duties include, but are not limited to the following:

1. Performs the basic services as allowed by law, in a safe, efficient manner.
 - a. carpentry
 - b. plumbing
 - c. roof repairs
 - d. basic wiring and electrical
 - e. maintenance of grounds
 - f. ability to operate mowers, forklift, and other machinery as needed
 - g. working knowledge of HVAC
 - h. other services as assigned by the Maintenance Supervisor or Superintendent
2. Is able to determine what is needed to complete assigned tasks. Skillfully and efficiently uses time and resources to execute those tasks.
3. Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District.
4. Possesses knowledge of safe work habits and practices same.
5. Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
6. Reports in and out to the proper person (Building Secretary or Administrator) when work is to be performed within that building or on the grounds.
7. Continually attempts to increase skill level and is knowledgeable about updated equipment and methods by attending school, seminars, etc. Complete safety tutorials as assigned.
8. Participates on emergency work crews whenever needed.
9. Will seek and maintain certification as a bus driver and be available to drive when severe shortages of drivers occur.
10. Performs other duties as assigned by the Maintenance Supervisor or Superintendent.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, cleaning products and sprays. The employee also works in outside weather conditions and can be exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is can be loud and occasionally very loud.

The information included in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.