

Building and Grounds Maintenance Worker Job Description

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

Responsible to: Director of Maintenance

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. Manually lift a minimum of 60 pounds.

Physical Requirements/Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
3. Must work indoors and outdoors year-round.
4. Must occasionally work in noisy and crowded environment, with numerous interruptions.
5. Must work in and around dust, fumes, and odors.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Maintain school grounds in top condition to ensure full and productive use of district facilities.
2. Maintain school buildings and grounds in top condition.
3. Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
4. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
5. Perform 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. Keep current on new information, innovative ideas and techniques.
9. Respond to information requests in a cooperative, courteous, and timely manner.
10. Keep information and records confidential.

11. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
12. Perform such other duties as assigned from time to time.

Terms of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee