

Non-Licensed Tradesman
Job Description
USD 108 Washington County Schools

Purpose: The Non-Licensed Tradesman provides a safe, attractive, comfortable, and clean environment, and maintains school grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks the Non-Licensed Tradesman must work closely with the staff and administration of USD 108.

Qualifications:

1. High school diploma or equivalent qualifications.
2. Certification of Health for School Personnel on file in the District Office (after employment offer is made).
3. Such alternatives to the above qualifications as the Board of Education may find appropriate.
4. Maintain the confidentiality of district documents, business conversations and student information.

Reports To: Transportation Director

Rate of Pay: Established in Employment-At-Will Contract of Employment

Terms of Employment: As per Board policy and regulations

Hours Per Week: Established by Superintendent

Classification: Classified Employee / At-Will

General Responsibilities/Functions:

1. Report to and complete duties as assigned by Transportation Director. Such duties could include: a. maintenance of grounds and transportation equipment. b. custodial assignments including nights and weekends as needed. While on custodial assignment, will be responsible to the head custodian.
2. Set up a regular schedule of maintenance for all grounds in USD 108 during the summer months.
3. To cooperate and plan with the building custodians in maintenance of the grounds of their building.
4. Maintain the equipment in good safe repairs.
5. Follow directions and operate equipment safely.
6. React to change productively and handle other tasks as assigned.
7. Appropriately operate all equipment and machinery as necessary.
8. Support the value of an education.
9. Support the philosophy and mission of USD 108.
10. Provide polite, courteous and helpful service to employees and patrons.
11. Work cooperatively with others.
12. Regular attendance and report to work on time.
13. Other work as assigned by supervisors.
14. Perform such other duties consistent with his/her competence as may be assigned.

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. Requires driving skills, including ability to operate vehicle at night.

6. Must work indoors and outdoors year-round.
7. Must work in noisy, crowded, stressful environments.
8. Must work in and around dust, fumes, and odors.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel. Evaluation will be performed by the Transportation Director.