

## *Grounds Maintenance Employee*

- QUALIFICATIONS:**
1. High school diploma or equivalency.
  2. Working knowledge and experience in general maintenance skills.
  3. Ability to work with others.
  4. Physical health as required for job performance.
  5. Ability to work independently without supervision.
  6. Demonstrated aptitude or competence for assigned responsibilities.
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent/ High School Principal/Activities Director

**JOB GOAL:** To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use may be made of them at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Performs minor and major maintenance on grounds and equipment.
3. Willing to learn about all aspects of grounds and school building maintenance.
4. Becomes familiar with the duties of the Grounds Maintenance Employee.
5. Moves equipment and materials within and between buildings of USD 407.
6. Works on exterior and interior of buildings, on school grounds, under all weather conditions including snow removal and preparation of all athletic venues – turf, baseball field, track, gym.
7. Willing to work overtime (nights or weekends) when an emergency arises in order to prevent disruption of the educational process.
8. Always follows proper safety procedures.
9. Performs any other duties as assigned by the Superintendent.
10. Performs mowing, edging, weed-eating, spraying and watering during the growing season

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in board policy *GCI - Classified Employee Evaluation*.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Performs all types of maintenance and equipment systems installation.
- Works inside and outside of buildings year round.
- Works under buildings and on buildings - ground level and heights.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

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