

Washington West Supervisory Union Job Description

JOB TITLE: Grounds Maintenance

FLSA STATUS: Non-Exempt

UPDATED: FY 2017

POSITION OBJECTIVES: The Grounds Maintenance position is a 24/7 on call position. Schedule changes may occur due to weather and emergency. This position requires the knowledge to maintain and perform all maintenance requirements to provide a safe and secure facility. Ability to work all hours and in all weather to provide access to the building. Weekend snow removal coverage is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Grounds Maintenance: Perform routine to general grounds maintenance activities in support of High School grounds operations.

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

- Perform routine to general grounds maintenance activities in support of High School grounds operations using detailed methods and established procedures based on a general knowledge of High School buildings and grounds.
- Perform sports field maintenance: mow, aerate, seed, top dress, layout and paint all fields as required by the sports schedule and field maintenance guidelines.
- Perform general grounds maintenance functions; remove debris from general areas and snow/ice from walkways and paths. Perform snow removal duties to ensure safe travel in and around the High School grounds.
- Participate in horticultural maintenance; plant, prune, and remove trees, hedges, and shrubs; clean, weed, and mulch around trees and flower beds; prepare area and add topsoil.
- Operate various snow removal, mowing, and heavy equipment.
- Assist in moving and storage of furniture and equipment.
- Maintain and repair athletic field equipment (i.e., goals, bleachers, structures, etc.)
- Participate in area safety training.
- Operate the High School vehicle, on and off campus.
- May be required to obtain a State of Vermont Certified Applicator license.

Building Maintenance: Perform routine to general maintenance and repair functions in designated areas in support of High School facilities as needed.

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

- Perform routine to general maintenance and repair functions in designated areas in support of High School facilities; use judgment in applying methods within established guidelines; may assist in establishing cleaning/maintenance schedules and inspections in designated areas.
- Request and perform basic repairs, area maintenance or enhancements based on general knowledge of area guidelines; collect, deliver or transport materials to designated areas; move/set up equipment, staging, furnishings or supplies and provide special services for events.

- Perform custodial functions in outdoor, public, or academic areas; operate equipment and power tools specific to designated work area; use cleansing agents, disinfectants, and related cleaning materials; replenish or replace area inventory and supplies.
- Maintain and may complete activity, equipment or inventory records, reports, and documents.
- Participate in area safety training.

SUPERVISION RECEIVED: Reports to the building *Head of Buildings and Grounds* or *Building Administrator*. Receives direction and assignments from the building *Head of Building and Grounds* or *Building Administrator*. Evaluated by the building *Head of Buildings and Grounds* or *Building Administrator*.

SUPERVISORY RESPONSIBILITIES: No supervision responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience

- High School diploma required.
- Valid driver's license is required.
- Experience with heavy equipment operation, maintenance, and safety.
- Knowledge of building maintenance, including plumbing, electrical, and/or HVAC experience.
- Snow removal experience.

Physical Demands

- Ability to lift 80 lbs.
- Ability to push/pull up to 100 lbs.

Technology Skills and Experience

- Proficiency with computer software such as email, calendar, scheduling, Office Suite, Google Docs.

Communication and Reasoning Abilities

- Ability to follow written and verbal instructions.
- Ability to communicate in writing and verbally.
- Strong organizational skills.
- Ability to solve practical problems.
- Ability to interpret and apply common sense understanding of manuals.
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including co-workers, school staffs, administrators, and vendors.

Work Habits and Interpersonal Skills

- Ability to be self-directed
- Demonstrates initiative in learning new material.
- Demonstrates follow-through.
- Proactive approach to problem solving.
- Regular, predictable and reliable attendance.
- Maintains confidentiality in dealing with student/school/district matters.
- Assists in maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on teamwork.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.