

WINDBER ARE SCHOOL DISTRICT JOB DESCRIPTION

Department: Facilities

Standard Title: Maintenance/Grounds Person

Primary Function:

A Maintenance/Grounds Person will execute all duties required for effective facilities maintenance.

Supervision Received:

A Maintenance/Grounds Person is directly responsible to the Facilities Manager and/or his/her designee.

Essential Duties:

1. All aspects of building and grounds-care throughout the district.
2. Complete work orders and performs maintenance on the buildings.
3. Participates in necessary painting and general repairs to plumbing, electrical, carpentry and mechanical areas.
4. Perform preventive maintenance routines and inspections as prescribed by Facilities Manager. Acquire knowledge and skill in the proper use of materials, equipment, and supplies utilized in the performance of the daily routines.
5. Assist Facilities Manager as required.
6. Clean hallways and restrooms as needed.
7. Pickup and dispose of trash on school grounds.
8. Prepare and clean designated areas for activities.
9. Maintain a record of work performed
10. Maintain a positive relationship with staff and students.
11. Be responsible for building security and promptly report to supervisor or principal if any act of vandalism or damage.
12. Assist with mowing and snow removal.
13. Clean grounds.
14. Transport tools and equipment to and from job sites.
15. Landscape district property using manual or mechanical equipment.
16. Make mechanical repairs to equipment.
17. Prune, trim and treat trees, shrubs and soil to improve their appearance, health and value.
18. Remove fallen trees and clean areas.
19. Work to correct water runoff and drainage problems, filling, replanting and stabilizing eroded-areas.
20. Patch black top, erect signs, repair and install fences.
21. Install and repair playground equipment and any other tasks associated with the maintenance of our driveways, parking lots, playgrounds and sidewalks.
22. Move equipment and materials between buildings, pickup and deliver materials outside the district, and haul trash and debris
23. Perform welding functions for fabrication and/or repairs

24. Perform basic electrical wiring for new service and/or repairs
25. Perform basic plumbing repairs.
26. Move soils and materials, dig holes, plant and water grass, sod, shrubbery and trees.
27. Maintain, mow, and trim all district property.
28. Maintain lines and set up sports equipment for events.
29. Transport tools and equipment to and from job sites.
30. Work to correct water runoff and drainage problems, filling, replanting and stabilizing eroded-areas.
31. Patch black top, erect signs, repair and install fences.
32. Work on snow removal and cindering at any time it is needed.

Secondary Duties:

1. Attend and participate in district-sponsored in-service programs.
2. Performs duties with awareness of all LEA requirements and practices.
3. Perform duties as assigned by the Superintendent and/or his/her designee.

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

Physical Requirements:

Employees in this position must have the ability to:

1. Stand/Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 75 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Follow written and verbal directions
2. Complete tasks without direct supervision
3. Operate equipment and vehicles with standard transmission
4. Work outside in all types of weather
5. Work on ladders and scaffoldings

6. Work in low spaces
7. Work with light commercial/industrial electricity, carpentry, painting, plastering and plumbing
8. Perform basic custodial tasks
9. Use basic hand and power tools
10. Operate cleaning equipment such as scrubbers, extractors and buffers
11. Display positive attitude and good judgment in working with students and adults.
12. Be neat and clean in body and dress.
13. Show initiative and flexibility in assuming and completing assignments and other duties with prompt attention.
14. Display willingness to learn new procedures and implementation of such procedures.
15. Be part of the team and work as a team member. Working with all employees.
16. Alternatives to the above qualifications may be made as the board finds appropriate and acceptable.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.

