

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **YARD MAINTENANCE - District**

SUPERVISOR: Supervisor of Building and Grounds

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in maintenance work with working knowledge of various phases of maintenance.
3. Must be able to read, write and comprehend written and oral instructions.
4. Licensed driver in the state of Kansas.
5. Maintain current TB testing as required by Health Department regulations.

ESSENTIAL FUNCTIONS:

1. Perform sports set-up and tear-down both inside and outside.
2. Maintain school grounds in top condition to ensure full and productive use of district facilities.
3. Respond to change and frequent interruptions in a productive and positive manner.
4. Operate all equipment and machinery appropriately as necessary.
5. Work as a substitute in the custodial/laundry department as needed.
6. Ensure all activities conform to District guidelines.
7. Communicate and work effectively and cooperatively with members of the school district and community to ensure a positive work environment.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis), and use large, heavy equipment.
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noisy, crowded environments, with numerous interruptions.
5. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013