

8/14/2017

LOCATOR 5.10

TITLE: Building and Grounds Maintenance Person

QUALIFICATIONS:

1. Experience working as a maintenance person in institutional building.
2. Knowledge of maintenance methods, materials and equipment and ability to use them economically and efficiently.
3. Desire to continue career improvement.
4. Ability to understand and follow verbal and written directions.
5. Experience as a semi-skilled or skilled electrician, plumber, carpenter, and/or general contractor.
6. Technology skills for record keeping, HVAC system programs, and communication.
7. Must hold an active, valid driver's license.
8. Ability to get along well with others.
9. Ability to plan and supervise the work of others.
10. Dependable and punctual.
11. Self-starter, motivated.
12. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position.
13. Able to read blue prints.
14. Good physical condition.
15. Able to lift 50 pounds.
16. May require some work during evening, weekends, or holidays as needed.
17. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
18. Must reside in USD 417 boundary.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

The Building and Grounds Maintenance person ensures that school buildings and grounds are maintained in top condition. To accomplish this goal, the Building and Grounds Maintenance person must work closely with the staff and administration of USD 417.

PERFORMANCE RESPONSIBILITIES:

1. Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Provide staff with information and work with staff to ensure that activities conform to district guidelines.
3. Communicate effectively with students, staff and members of the school district and community.

4. React to change positively and productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Promote the safety, health, and comfort of students and employees in school buildings and grounds.
7. Conduct detailed inspections of buildings and grounds.
8. Establish and conduct maintenance as needed (and able), repair schedules, and preventive maintenance for district facilities.
9. Plan and perform or oversee all maintenance and repair work.
10. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
11. Order, inventory, and maintain suitable supplies, tools, and equipment for facilities.
12. Lead and/or assist in the safety training of custodial and maintenance staff.
13. Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by handicapped, and playground safety).
14. Keep abreast of new information, innovative ideas and techniques.
15. Keep up to date on training for, but not limited to, asbestos, boiler safety, tunnel safety, lock out & tag out, hazard communication, scaffold safety, genie use, HVAC controls, fire safety.
16. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and asbestos control.
17. Serve as District Certified Asbestos Control Coordinator.
18. Serve as District Fire Safety Person.
19. Establish and recommend priorities on repair projects and receive cost of repair projects in terms of labor, material and overhead.
20. Responsible for maintenance of district owned equipment which includes, but is not limited to radios, lawn mowers, cleaning equipment, maintenance truck, etc.
21. Responsible for distribution of custodial equipment/supplies and items needed for building repair.
22. Responsible for key systems.
23. Other duties as assigned by the Superintendent of Schools.
24. Support the value of education.
25. Confidentiality for student information, bids, or other information as appropriate
26. Support the philosophy and mission of USD 417.

GENERAL RESPONSIBILITIES (not inclusive):

1. Electrical wiring – running conduit, layout and pulling conductors
2. Plumbing – layout and repair, drains.
3. Trouble shooting and repair – boilers, HVAC units and controls, refrigerators and freezers, kitchen equipment, score boards, sound systems, air handlers.
4. Maintain fire alarm systems, intercom systems, irrigation system, and other operating systems in the schools.
5. Responsible for and oversight of grounds work for all schools.
6. Snow removal for district drives, parking areas and bus compound (with assistance of others).
7. Roof maintenance
8. Perform and/or assist with basic technology wiring
9. Coordinate/Schedule annual inspections of fire & life safety systems, elevators, etc.

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. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Requires a pleasant personality that can work with all ages of students.
9. Requires some travel.

TERMS OF EMPLOYMENT: Twelve months.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.