

**EPPING SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: GROUNDS & MAINTENANCE

GENERAL DESCRIPTION: Participates in general maintenance of buildings, grounds and equipment. Employees in this class are responsible for the maintenance of school buildings, grounds, equipment, and outdoor projects. Employees operate a variety of manual and power tools and equipment to carry out their assignments. Some assignments involve exposure to inclement weather and employees are subject to accident and injury hazards/risks and very disagreeable work environments including dirt, dust, extreme temperatures, odors, grease, etc. Workers are required to observe safety procedures and practices and/or wear or use specialized protective clothing or equipment while performing work.

QUALIFICATIONS: High school diploma or GED preferred, supplemented by previous experience demonstrating ability to safely and effectively operate standard facility and grounds tools and equipment, and ability to fulfill the physical requirements of the work. An equivalent combination of other education, training, and experience may be accepted.

KNOWLEDGE: Considerable knowledge of grounds maintenance and construction as applied to school grounds, athletic fields, and playground equipment. Basic knowledge of safe work practices and procedures used in maintenance work. Basic knowledge of practices and procedures followed when performing more skilled maintenance and repair work (e.g., power equipment operation, fencing, snow removal, landscaping, graffiti removal, etc.)

SKILLS:

1. Must be able to follow a schedule and carry out own work.
2. Must be able to perform routine maintenance and grounds work with some independent judgment concerning choices of action.
3. Must have good human relation and communication skills.
4. Must have the ability and willingness to learn a wide variety of tasks required in grounds and maintenance work.
5. Must be able to analyze and/or sort data and information.

ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to read and complete basic written reports and work orders about the work performed.
3. Ability to perform manual labor for extended periods of time, occasionally in adverse work conditions.
4. Ability to operate a variety of equipment including hand and power tools, power mowers, tractors, and light trucks.
5. Ability to lift up to 40 pounds when required.

CLASSIFICATION: This position is designated as a year-round support position.

REPORTS TO: Grounds and Fields Supervisor

SUPERVISES: N/A

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

1. **Landscaping:** Operates hand and tractor lawn mowers; cuts weeds and brush and rakes leaves and grass; sprays plants with insecticides.; sharpens mower blades; prunes, cuts, and trims trees using chain saw, pruning shears, saws etc.; loads clippings on truck; fertilizes and seeds.
2. **Snow removal:** clears snow from sidewalks, driveways, parking spaces, loading docks using shovels, snow plow, etc.; spreads sand using sander and/or shovels; plows parking areas as needed using truck with plow attachment.
3. **Play Equipment:** Removes, repairs, and installs play equipment and hand rails as needed.
4. **Athletic Fields:** Works closely with fields person in all aspects of fields upkeep and preparation. Replaces chain fencing on backstops; installs posts; repairs bleachers; installs bases; assists in maintaining ball fields, cinder tracks, and other athletic areas; assists in set up and lining of fields for games.
5. **Trash Removal:** Transports large items of trash to dump and unloads.
6. **General Maintenance:** Moves furniture; removes debris from storm drains; removes graffiti from buildings, structures and interior walls; ensures tools and equipment used are clean and in good working order when finished; cuts and installs ceiling tile, shut-off valves on boilers; replaces/cleans filters on furnaces; repairs a variety of building supports and fixtures.
7. **Assists in school buildings with carpentry, plumbing leaks and repairs, ballast replacement and other electrical, painting and other tasks throughout the day as needed or required.**

WORKING ENVIRONMENT:

1. Tasks involve the ability to exert physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-40 pounds); may occasionally involve heavier objects and materials.
2. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Most tasks require visual perception and discrimination.
3. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents. Job is performed in a school setting, with frequent outside weather conditions.

TERMS OF EMPLOYMENT:

1. Year round, 5 days per week, full time 8 hours per day, or part-time as contracted

2. Clear criminal background check
3. Verification of health to perform job
4. Valid driver's license
5. Support contract with salary and benefits as defined by School Board policy.

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.