

POSITION JOB DESCRIPTION

ORIGINATION DATE 2-19-86
 LAST REVISION DATE 10-23-2007
 BAND & GRADE B-2-3 (6)

POSITION TITLE: Building, Grounds and Equipment Maintenance

IMMEDIATE SUPERVISOR: Supervisor of Buildings & Grounds

Job Summary (Basic Purpose of Position)

Performs preventative and corrective maintenance of buildings, grounds and equipment; providing a safe and inviting environment for students, staff and the general public.

 SUPERVISOR

 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
A) Buildings & Grounds maintenance: 1. Provide turf and landscape care for district properties. a. Develop efficient schedules for mowing and trimming. b. Mow and trim District grounds. c. Trim trees and shrubs. d. Clean and police debris and garbage from grounds. e. Keep sidewalks, curb and gutters swept and clean. f. Maintain, repair and install landscape areas and projects. g. Evaluate the need for and application of pesticides, herbicides and fertilizers in accordance with State and Federal regulations. h. Communicate effectively with building	A1 A1 A1 A1 A1 A1 B2 N/B			1 Knowledge of: a. Mechanical repairs. b. Hydraulic systems. c. Diesel systems. d. Welding. e. Plumbing, electrical and heating systems. f. Blue print reading and schematics. g. Custodial chemicals & equipment. h. Ice installation and resurfacing. i. Zamboni operation and maintenance. j. Heavy equipment operation. k. Equipment maintenance and operation.	A) Buildings and Grounds maintenance: 1. Turf and Landscape were maintained properly. a. Mowing and trimming of District grounds was completed properly and in a timely manner. b. Trees and shrubs were trimmed and trimmings were removed. c. Grounds were cleaned and policed; debris and garbage were removed from grounds in a timely manner. d. Sidewalks, curbs, and gutters were swept clean. e. Landscape areas and projects were repaired and performed in a timely manner, providing an inviting, functional

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principals and staff. i. Inspect district property; assist supervisor in developing a list for capitol projects. j. Properly notify supervisor of all problems.	B2			l. Turf and landscape maintenance.	appearance.
2. Properly maintain athletic fields and athletic facilities.	N/B			m. Weed and insect control procedures and regulations.	f. Pesticides, herbicides and fertilizers were used in accordance with State and Federal regulations.
a. Communicate effectively with the Athletic Department to schedule field maintenance.	N/B			n. Pruning and trimming of trees, shrubs and turf.	g. Communicated effectively with Principals and staff; professional behavior was observed.
b. Properly mark and groom athletic fields to conform with state high school regulations.	A1			o. State athletic field and track layouts and regulations.	h. Inspections were performed and work orders or lists were submitted in a timely manner; supervisor was notified of all problems.
c. Assist Arena custodian with ice installation and removal process.	A1			m. Underground irrigation operation and maintenance.	
d. Condition and maintain ice using Zamboni and edgers as directed.	A1			p. District policies and procedures.	
3. Perform Snow Removal and maintenance services for District parking lots, sidewalks and playgrounds.				2. Skills & Ability to:	2. Athletic Fields and Facilities were properly maintained.
a. Plow and remove snow from District drives, walks and playgrounds.	A1			a. Plan and develop schedules.	a. Schedules were developed and athletic fields were maintained without incident.
b. Safely operate snow removal equipment.	A1			b. Analyze and repair mechanical problems.	b. Fields were properly marked to conform to state high school regulations.
c. Maintain proper state or federal licenses necessary to operate district vehicles and equipment.	B2			c. Service and maintain gas and diesel engines.	c. Arena custodian was assisted during ice installation and removal.
d. Adjust schedule to accommodate existing weather conditions and equipment availability.	B2			d. Repair hydraulic systems.	d. Conditioned and maintained ice as directed.
e. Repair potholes and cracks in parking lots and asphalt trails.	B2			e. Weld using arc, wire feed or acetylene welding equipment.	3. Performed Snow removal and maintained District parking lots, sidewalks and playgrounds.
f. Paint and stripe parking lots and curbs.	A1			f. Operate and maintain various turf and landscape equipment.	a. Snow was removed from drives, walks and playgrounds in a timely manner.
g. Schedule / clean debris from parking lots and side walks.	A1			g. Operate heavy industrial equipment.	b. Equipment was used safely.
				h Cooperate and relate effectively with staff, students and general public.	c. All applicable licenses were current.
				i. Prepare estimates.	d. Schedule was adjusted to
				j. Order and maintain material and supplies.	

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<p>4. Perform preventative and corrective maintenance of vehicles, equipment and implements.</p> <p>a. Check and maintain all fluid levels on equipment per equipment operation manuals.</p> <p>b. Perform regular inspection of equipment, diagnosing problems; replacing, repairing and ordering parts as needed or required to complete repairs.</p> <p>c. Complete all required maintenance logs.</p> <p>d. Perform welding repairs and projects as needed and directed by supervisor.</p>	A1			<p>k. Develop project and repair lists.</p> <p>l. Communicate effectively using phone, fax or computer.</p> <p>m. Ability to meet functional performance requirements.</p> <p>n. Follow District policies and procedures.</p> <p>o. Ability to acquire and maintain a valid State Class "B" CDL with air brake endorsement.</p> <p>p. Organize and direct temporary summer labor.</p> <p>q. Ability to demonstrate punctual and reliable attendance.</p>	<p>accommodated weather conditions and equipment availability.</p> <p>e. Potholes and cracks were repaired in a timely manner.</p> <p>f. Curbs and striping were painted.</p> <p>g. Parking lots and sidewalks were scheduled and swept.</p> <p>4. Equipment was maintained and repaired on schedule and in a timely manner.</p> <p>a. All fluid levels on equipment were maintained per equipments operation manuals instruction.</p> <p>b. Equipment was inspected and repairs were made correctly and in a timely manner.</p> <p>c. Maintenance logs were completed accurately.</p> <p>d. Welding repairs were made and projects were completed professionally and in a timely manner.</p>
<p>5. Perform Preventative and Corrective Maintenance of irrigation systems.</p> <p>a. Monitor and maintain District irrigation systems.</p> <p>b. Perform and scheduled seasonal maintenance to insure proper startup and winterization of district irrigation systems.</p>	B2				<p>5. Preventative and corrective maintenance of irrigation systems was performed.</p> <p>a. Irrigation systems were monitored and functioning properly.</p> <p>b. Seasonal maintenance was performed insuring smooth startup of systems in the spring.</p>
<p>6. Perform building maintenance & repair.</p> <p>a. Aid District maintenance personnel.</p> <p>b. Paint surfaces as directed.</p> <p>c. Repair and installation of playground equipment</p> <p>d. Caulking and weather stripping.</p>	A1				<p>6. Assigned building maintenance and repairs were completed on time.</p> <p>a. District maintenance personnel received help when needed.</p>
<p>7. Perform additional work as assigned by</p>					

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<p>Supervisor. a. Monitor the work of assigned and volunteer workers. b. Moving district equipment and property c. As assigned by Supervisor.</p> <p>8. Complies with all Federal, State, Local and District safety regulations and policies</p>	<p>B2</p> <p>A1 N/B</p> <p>A1</p>				<p>b. Outside surfaces were painted as required. c. Playground equipment was repaired or installed. d. Caulking and weather stripping were completed as assigned.</p> <p>7. All additional work assigned was completed in a timely manner. a. Assigned labor and volunteer workers were supervised. b. District equipment/property was delivered safely and promptly. c. All duties assigned by supervisor were completed promptly, and without complaint.</p> <p>8. All Federal, State, Local and District safety regulations and policies were complied with.</p>
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