



Job Title: Maintenance Worker and Groundskeeper
Reports to: Director of Finance

Date Revised: October 2018
Paygrade: At-Will Pay Scale

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Maintain safe and attractive grounds and landscaping for the district.

Qualifications:

- High school diploma or equivalent
- Have a valid Texas driver's license
- Have a valid commercial driver's license with a School Bus (S) endorsement, or the willingness to obtain
- Ability to understand detailed written or oral instructions
- Ability to communicate effectively
- Ability to operate power-driven equipment
- Ability to operate hand and power tools
- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to work independently

Major Responsibilities and Duties:

Maintenance and Repair

1. Repair and maintain of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
4. Complete repairs as directed on work orders.
5. Move, install, assemble, and repair all school furniture and playground equipment as needed.

Grounds and Landscaping

6. Mow and detail all district grounds.
7. Follow scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
8. Plant shrubs and vegetation.
9. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.



Safety

10. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
11. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
12. Maintain tools and equipment and perform preventive maintenance as required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Garden tools; small hand tools; power tools; and power mower; small hand tools, power tools, and measuring tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.