

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Maintenance/Grounds Support
DEPARTMENT: Maintenance Department
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of FMOT
CLASSIFICATION: Classified
SALARY GRADE: 010
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision, to perform routine maintenance and grounds work at the District facilities;

REPRESENTATIVE DUTIES:

Performs general grounds maintenance work including sweeping walks and picking up paper, raking leaves, hoeing weeds, patching asphalt, and may assist in pouring cement and laying sprinkler pipe.

Plants, cultivates, fertilizes, diagnoses/treats diseases in plants, sprays, waters and trims or prunes ornamental plants, shrubs, hedges, trees, flowers, and lawns.

Mows, edges, and trims playground areas, tree limbs, and hedges; fills chuck holes, prunes around trees, shrubs, and sprinklers; uses power tools such as power mower, edger, hedge trimmer, chain saw and hand tools such as mower, saws and shears and is responsible for maintaining these tools and equipment.

Drives district vehicles, tractors, mowers and pulls trailers needed to haul power mowers or other district equipment both on the road and on school grounds

Provides limited pest control services.

Supports maintenance with the following:

Inspection, services and repairs, and maintenance of all HVAC, plumbing, and electrical systems.

Repairs and replacements to electrical appliances and fixtures.

Electrical work including installation of wiring systems and fixtures.

Plumbing work including installation of pipe systems and fixtures.

Carpentry tasks as required including such items as repairing hinges and locks, cutting and replacing windows, resetting doors, repairing all types of floor and wall surfaces, repairing roofs and rain gutters, and repairing furniture and equipment.

Painting and refinishing tasks as required.

Maintains all tools and equipment in proper working condition.

Requisitions needed materials, supplies, and equipment.

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REPRESENTATIVE DUTIES (Continued):

May assist the school custodian by performing custodial or minor maintenance tasks.

Does other related work as required and assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Prior maintenance and ground experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Requires valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires general knowledge of the methods, materials, tools and equipment used in grounds care, routine facilities maintenance.

Must have a good knowledge of work hazards and safety procedures.

Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides.

Requires a basic knowledge of principles of routine operation, maintenance and repair of sprinkler irrigation systems.

Requires some knowledge of chemical reactions.

ABILITY TO:

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in working condition.

Requires the ability to perform routine maintenance tasks and be able to determine when to report more complex maintenance requirements to a supervisor.

Must be able to communicate effectively, both orally and in writing.

Must be able to follow oral and written directions.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

PHYSICAL REQUIREMENTS:

Requires the ability to walk, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 75 pounds on a frequent basis, over 75 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.