

USD 416 Work Agreement

Grounds & Maintenance Technician

TITLE: Grounds & Maintenance Technician

PURPOSE AND OBJECTIVES OF THE POSITION: Maintains school buildings in top condition to ensure full and productive use of district facilities. To accomplish these tasks, the Grounds & Maintenance Technician must work closely with the staff and administration of USD 416.

RESPONSIBLE TO: Director of Building and Grounds/Superintendent

PAYMENT RATE: Salary and benefits to be established by the Board of Education

ESSENTIAL JOB FUNCTIONS:

1. Maintains school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensures that all activities conform to district guidelines for custodial, grounds, and maintenance areas.
3. Communicates effectively with members of the school district and community.
4. Reacts to change productively and handles other tasks as assigned.
5. Appropriately operates all equipment and machinery as necessary.
6. Supports the value of an education.
7. Supports the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Certification in Refrigeration.
2. High school diploma or equivalent.
3. Health and Inoculation Certificate on file in the central office (after employment offer is made).
4. Experience with institutional buildings and grounds operations.
5. Knowledge of Electrical Codes.
6. Knowledge of Plumbing and Pump Replacement.
7. Experience with motor replacement and Three Phase Equipment.
8. Minimum of 5 years experience in HVAC and Electrical.
9. Desire to continue career improvement.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): Inside and outside school buildings

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes, and odors.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read blueprints, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

EQUIPMENT *(Machines, devices, tools, etc. used in job performance):*

computers, telecommunications equipment, electric lifts, boom truck, electrical and maintenance tools as required

CRITICAL SKILLS/EXPERTISE *(Needed for this job specifically):*

1. Promotes the safety, health, and comfort of students and employees in school buildings and grounds.
2. Conducts detailed inspections of buildings and grounds, and establishes preventive maintenance and repair schedules for district facilities in assigned areas.
3. Performs hand-on service related to HVAC systems (i.e., fans/motors, chiller and boiler preventive maintenance and repair).
4. Plans and oversees maintenance and repair work as needed in assigned areas.
5. Assists Director in arranging for the services of outside contractors as needed.
6. Maintains a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.

7. Orders and maintains suitable supplies, tools, and equipment.
8. Plans and maintains schedule for mowing, sprinklers, weed control, and all grounds-related activities.
9. Assists the director of buildings and grounds in the selection, assignment, scheduling, and training of custodial and maintenance staff.
10. Performs regular maintenance of computerized energy control systems.
11. Maintains outside pole lights as well as inside lights (change three phase ballast bulbs and repair as required).
12. Ensures 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 the handicapped, and playground safety).
13. Ensures that district policies are observed during all activities.
14. Keeps abreast of new information, innovative ideas and techniques.
15. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Troubleshoots, repairs and maintains industrial HVAC, plumbing, electrical and kitchen equipment.
17. Demonstrates adeptness in reading mechanical and electrical drawings for commercial buildings.
18. Performs other duties as assigned by the Administrative Staff.

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.