



Classified Job Description

CSEA Revised: December 8, 2014
NJUHSD Board Revised: January 14, 2015

Position Title:	MAINTENANCE I/GROUNDS I
Contract Term:	12 months per year
Salary Range:	18

GENERAL DEFINITION:

Under the supervision of the Operations Manager/Designee performs general duties of maintenance ad grounds. Work in conjunction with Maintenance II and Grounds II.

UNDER SUPERVISION OF:

Principal/District Director/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs general repair work including plumbing, electrical, painting, carpentry, the maintenance of mechanical equipment, etc.
2. Performs general duties of groundskeeper including mowing, painting trimming, trash pickup, weed abatement, watering, Etc.
3. Snow removal as needed including when called in after hours and on weekend to get the site ready for students.
4. Assists with maintenance of HVAC system.
5. Assists with locksmithing as needed.
6. Knowledge of handling and disposal of hazardous material.
7. Performs routine maintenance on grounds and maintenance equipment.
8. In conjunction with the Operations Manager, assists in pool maintenance, equipment and safety requirements.
9. Acts as groundskeeper for the school.
10. Disposes of trash daily; keeps the school grounds clean at all times, empties trash cans in designated areas.
11. Responsible for keeping all tools and equipment clean and sharpened.
12. Assists with preparation of athletic and special events.
13. Cleans up after athletic and other events; i.e. seating areas, trash cans.
14. Performs general maintenance.
15. Vehicle maintenance and scheduling as needed.
16. Monitors community service work performed by students.
17. Is available for emergencies.
18. Other related duties as assigned by the Operations Manager and site administration.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent. Previous experience in maintenance areas such as plumbing, electrical, HVAC, painting, carpentry, mechanics, grounds maintenance, locksmithing preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

MATHEMATICAL SKILLS:

Performs arithmetic calculations at the level necessary for satisfactory job performance. Ability to calculate figures and amounts, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

CERTIFICATES, LICENSES:

Valid California driver's license with good driving record.

OTHER SKILLS AND ABILITIES:

General knowledge of first aid and CPR. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Demonstrate quality work and exceptional work habits.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 75 pounds such as piping and pool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional related duties and additional related duties may be assigned.