

Grounds Maintenance

Chickasha Public Schools

Job Title: Grounds
Location: School Campus (outside work in all kinds of conditions)
Immediate Supervisor: Asst. Supt. Of Maintenance/Maintenance Supervisor
Supervises: Employees as assigned

Purpose of Position:

To keep the District's facilities in proper operating condition, maintain the proper degree of safety and promote efficiency to insure an environment conducive to a quality education program.

Qualifications:

High school diploma or GED
 Valid Oklahoma Drivers License
 Experience in the operation of mowing devices; lawn mowers, tractors, etc.
 Physically capable of performing prescribed duties

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> • Good health and high energy level • Ability to lift objects weighing 30 lbs. or more • Ability to climb & descend a ladder • Extensive kneeling, crawling, standing, sitting & bending • Ability to tolerate a stressful environment • Ability to lift objects above shoulder level • Extensive pushing/pulling and twisting • Good vision and hearing 	<ul style="list-style-type: none"> • Ability to read warning labels and safety documents • Ability to comprehend and follow both written and oral instructions • Ability to communicate by giving comprehensible oral instructions • Ability to perform basic numerical calculations • Ability to perform routine tasks without close supervision • Plan, schedule and organize work • Attention to detail • Ability to interpret manuals and safety documents • Ability to be on 24 hour call • Ensure the quality of work as measured against established standards • Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Supervisor.)

- Comply with School Board Policy
- Be alert to safety conditions; anything found unsafe should be reported to supervisor and rendered safe as soon as possible
- Be alert to repair work that needs to be done
- Perform assigned daily tasks on time

- Communicate and confer frequently with the Assist. Superintendent. of Maintenance
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items
- Move furniture and/or equipment within the building(s) as required for various activities and as directed by supervisor
- Remain on the work-site during work shift schedule unless excused by the Assistant Superintendent
- Responsible for grounds maintenance within the CPS district as assigned
- Responsible for performing preventive maintenance on all tractors, riding mowers, and all push lawn equipment to insure minimal down time and costly repairs to district owned equipment
- Responsible for maintaining records for a preventive maintenance program on tractors and lawn equipment
- Assist in the preparation of school facilities and game fields in preparation for school events
- Deliver and pick up supplies, equipment and furniture as required
- Run the inner school mail route as required
- Assist with the school lunch program's commodity pick up and distribution
- Capable of operating the school's vehicles and equipment necessary to carry out the duties of his/her job. The operation of school vehicles by the employee must be limited to business that is necessary to perform his/her job. It is not to be used for personal business.
- Assist other maintenance employees as needed
- Promote high standards of safety and good housekeeping
- Provide supervision for extra activities
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Comply with all items contained in the district's Hazard Communication Program
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- Perform other duties that may be necessary to achieve job purpose, or that may be assigned
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date