

Gahanna-Jefferson School District Position Description

Position Title:	Summer Custodian/Maintenance Assistant
Reports To:	Chief Operating Officer or Designee
FLSA Status:	Non-Exempt
Revision Date:	April 17, 2025

SUMMARY: Performs a wide variety of services related to the upkeep, maintenance and development of school grounds and other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgment and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Performs routine grounds maintenance duties on assigned district and school grounds; participates in the pruning, planting, trimming and removal of trees, shrubs and hedges.
- Operates assigned mowers and other motorized equipment in the maintenance of district landscaped areas; operates and maintains hand and power tools and equipment; operates trucks, trailers, tractors and other equipment to load, unload and transport materials and equipment; assure equipment and vehicles are in proper working order.
- Rakes leaves and lawns; prepares track and playing fields for athletic events; lines and aerate fields; participates in the renovation of athletic fields.
- Performs minor repairs on grounds tools and equipment; maintains hoses, supplies, tools and equipment in proper condition.
- Assists other grounds and maintenance personnel with daily work assignments as directed.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

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:

- One year of related job experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license with good driving record.
- Must be at least 18 years of age.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS:

- Basic mathematical skills.

REASONING ABILITY:

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to establish and maintain effective working relationships with students, staff and the community.
- Knowledge of methods, equipment and materials used in groundskeeping work.
- Responsible for the operation and maintenance of hand and power tools and equipment used in groundskeeping.
- Responsible for the proper operation of heavy grounds equipment.
- Responsible for proper lifting techniques.
- Ability to perform general grounds maintenance duties safely including mowing, edging and weeding.
- Ability to mow, edge, weed, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Ability to operate heavy power equipment used in groundskeeping.
- Ability to use and maintain a variety of hand and power tools in groundskeeping work.
- Ability to perform minor repairs of grounds tools and equipment.
- Ability to perform heavy manual labor.
- Ability to observe legal and defensive driving practices.
- Ability to lift, carry, push and pull heavy objects up to 50 lbs.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 use dexterity of hands and fingers to operate grounds maintenance tools and equipment. The employee frequently must bend at the waist, kneel or crouch, and reach overhead, above the shoulders and horizontally. The employee frequently walks over rough and uneven surfaces while performing the duties of this job.

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 in an outdoor environment. The employee may be subject to noise from equipment operation, may be required to drive a vehicle to conduct work, may be subject to adverse weather conditions, and may have exposure to pollen, noise, dust and fumes. The employee may be subject to working at heights and working around or with equipment having moving parts. Employee may be subject to noise from equipment operation.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.