

Columbus Public Schools Job Description

DEPARTMENT: Maintenance

JOB TITLE: Grounds/General Maintenance

D.O.T. #	FULL TIME	X		PART TIME	
D.O.T. CLASS:					
Sedentary	Light		Medium X	Heavy	Very Heavy

QUALIFICATIONS:

1. A high level of motivation and dedication -- ability to change job tasks on very short notice.
2. Knowledge of machinery, - lawn mowers, edges, weed eaters, and small utility is desirable.
3. Excellent people skills -- skills necessary to work with others in all types of environments.
4. Certification or License: Nebraska Driver's License and pass background check.

REPORTS TO: Director of Buildings and Grounds / Designee

Hours: Full-time year-round position.

ESSENTIAL FUNCTIONS:

1. Supervisory Responsibility: None
2. Keeps Director of Buildings and Grounds / Designee informed about ongoing activities/emerging issues.
3. Works weekly schedule to meet the needs of the district.
4. Maintains open/effective communication. Uses problem-solving techniques to address and resolve questions/concerns.
5. Anticipates and replenishes consumable supplies to avoid work schedule interruptions.
6. Helps with the receipt of deliveries, verify packages and quantities.
7. Performs a wide variety of general and semiskilled maintenance activities (ie, carpentry, painting, custodial, mechanical, etc.) for the purpose of helping others during times of need.
8. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
9. Assists in training programs to the operations of district equipment/supplies.
10. Ability to work in all types of weather conditions and hours of the day.
11. Perform other duties as assigned by the Director of Buildings and Grounds / Designee.

PHYSICAL REQUIREMENTS:

Frequent: sitting, bending, stooping, reaching, pushing, pulling, climbing, lifting 10# max

Constant: standing, walking, driving

WORKING CONDITIONS:

- | | | | | |
|----|--|---------|------|---|
| A. | Inside | Outside | Both | X |
| B. | Climatic Environment: Varies with weather conditions if outside. Inside air-conditioned and non-airconditioned areas. | | | |
| C. | Hazards: If monitoring work sites – hot surfaces, dust, steam, fuels and solvents. Electrical current, water pressure. | | | |