

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Entry Level Support Team (2 positions)

LOCATION: Buildings & Grounds

WORK SCHEDULE: Summer Work Schedule as Determined by Supervisor
7:00 AM – 3:30 pm
2 Positions – May 27 through August 15, 2025 (40 hours/week)

REPORTS TO: Coordinator, Maintenance & Custodial Services

SUPERVISES: N/A

SALARY: \$14.04 Per Hour

POSTING DATE: April 14 – May 15, 2025

JOB SUMMARY: This position reports to the Facilities Manager (or designee). The person in this position will perform primarily painting, furniture moving and landscaping within the school district.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- Recent Westerville High School diploma or equivalent preferred
- Painting Experience Preferred.

ESSENTIAL FUNCTIONS:

- Prepare, prime, sand, seal, patch and paint building surfaces and fixtures.
- Utilize all types of painting material including varnish, lacquer, shellac, enamel, latex and epoxy finishes.
- Apply materials to new construction, existing multi-story buildings, alterations and remodeling.
- Operate, clean, and maintain all painting equipment, and safely store all materials.
- Erect scaffolding, rigging, and ladders as necessary in a manner consistent with safety codes.
- Painting of parking lots, poles, and pole bases.
- Moving furniture for custodial support.
- Basic landscaping.
- Other custodial, maintenance and grounds duties as assigned.

EXPECTATIONS:

- Safely operate powered hand tools.
- Wall Repair
- Painting
- Promote and adhere to safety policies and practices
- Maintain a safe and clean work environment
- Identify and report hazards and incidents of regulatory non-compliance

- Maintain compliance of all federal, state and local laws, ordinances, rules and regulations as applicable
- Maintain emergency contacts for facility emergencies
- Respond to customer's needs as appropriate.

OTHER CONDITIONS:

- Possess a valid Ohio driver's license and good driving record
- Excellent interpersonal skills that promote a team-oriented environment.
- Excellent Physical Condition as required for lifting (50 lbs), climbing, crawling, bending, and twisting.

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

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 employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Revised April 2025