

AGUILA ELEMENTARY SCHOOL DISTRICT
JOB TITLE: MAINTENANCE/GROUNDS/FACILITIES

Position Type: Non-Exempt	
Salary Schedule: Level 5	Reports to: Facilities Director
Term of Employment: TBD	Approved by: Human Resources
FTE: 0.7	Date: 07/28/2020

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POSITION SUMMARY:

To maintain school buildings, grounds and systems to provide an excellent environment for school operations and to provide a clean, safe environment for students, staff and visitors.

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.

ESSENTIAL FUNCTIONS:

- Works on specialized equipment and materials as necessary, for example: electrical, plumbing, cooling/heating, carpentry, etc.;
- Disconnects, removes, repairs/rebuilds and replaces equipment and facilities;
- Able to diagnose operations problems and provide appropriate remedies;
- Housekeeping of the area assigned and the immediate grounds, sidewalks and entryways;
- Closes and locks all windows and doors in assigned area;
- Maintains accurate job records and keeps them up to date;
- Assists administration with athletic and activity events as assigned;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Aguila Elementary School District policies and rules;
- Performs all work associated with the maintenance of grounds;
- Mows lawns, trims/prunes trees and hedges, waters trees, shrubs, lawns and playing fields as developed in the district-wide grounds maintenance schedule;
- Removes leaves and other debris from sidewalks to create a safe walking area;
- Plants grass, trees and shrubs as determined by department lead;
- Maintains all high pressure irrigation systems and pumps;
- Provides maintenance tasks on fences as needed;
- Ensures the facility is secure by closing and locking all doors and gates when appropriate;
- Complies with all rules, regulations and policies of the Governing Board.
- Other duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona Driver's License;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Experience and/or training in repair, maintenance, re-building and construction of buildings and operating systems for buildings;
- Previous experience in an educational setting preferred;
- High School Diploma or equivalent;
- Successful experience in grounds, maintenance and gardening;

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED/PREFERRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.
- **Computer Skills** – Preferred competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

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JOB TITLE: MAINTENANCE/GROUNDS TECHNICIAN

- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed / agreed to by _____

Date _____

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