

Job Title:	Grounds/Maintenance Worker	Job Category:	Classified
Department/Group:	Facilities	Job Code/ Req#:	
Location:	District-wide	Travel Required:	No
Level/Salary Range:	Classified Salary Schedule	Position Type:	Full-time
HR Contact:	Kim Klosterman	Date:	March 2022

Job Description

Job Summary

Perform skilled and semi-skilled grounds/maintenance duties and be willing to obtain CDL certification to drive a school bus.

Performance Responsibilities

This position description is not intended to be an exhaustive list of all duties, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions, Duties and Responsibilities

- Perform skilled and semi-skilled grounds maintenance services; train and provide work direction to personnel as assigned.
- Perform pruning and grounds work on school grounds as required. Including hedges, shrubs, and property line fencing.
- Remove trash from grounds as required.
- Operate power equipment, hand tools and snow removal equipment; make routine adjustments and repairs to equipment.
- Maintain routine records as directed.
- Assist in snow and ice removal.
- Maintain regular attendance.
- Other duties as assigned.

Knowledge and Abilities

- Methods, equipment and materials used in grounds maintenance work.
- Health and safety regulations.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining school grounds in a safe, clean and orderly condition.
- Basic math.
- Grounds maintenance equipment and materials.
- Operation and maintenance of hand and power tools and equipment used in grounds and maintenance

Ability To

- Perform general grounds maintenance duties including mowing, edging and weeding.
- Assist others in specialized grounds keeping activities.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Communicate effectively both orally and in writing.
- Observe legal and defensive driving practices.
- Perform, or assist with, maintenance services as needed.
- Train and provide work direction to others.

Physical demands

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Qualifications and Education Requirements

- High school diploma or G.E.D. Certificate

Licenses and Other Requirements

- Valid Kentucky driver's license
- Willing to obtain CDL with endorsement to drive a school bus.

Days worked and salary

- 240-day contract
- Approved salary schedule of the Newport Board of Education

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time