

RIVER VALLEY SCHOOL DISTRICT

JOB TITLE: **Buildings & Grounds Employee**

4/11/2023

This is a 12 month position, primarily Monday through Friday.

This is an extremely versatile position requiring the ability to adjust regularly to different working schedules, working inside and outside the buildings and using various tools and equipment. Will perform work in a safe and timely manner with students and staff present. The ideal candidate will have knowledge in Building construction / repair, Electrical, Plumbing, and Heating, Ventilation Air Conditioning (HVAC) systems. Candidate must be mechanically inclined in order to make repairs as needed. Candidate will work with HVAC control programs. Position will report to the Business Manager.

QUALIFICATIONS:

- High School Diploma
 - General Education Degree (GED) with some relevant training will be considered
- Ability to read, write and interpret professional documents
- Requires prolonged sitting or standing
- Ability to perform some math calculations
- Ability to utilize Google Mail, and MS Office programs
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 50lbs unassisted
- Must be able to follow district policies and protocols
- Ability to prioritize and complete work orders
- Must be able to drive mechanical vehicles and lifts
- Must be able to establish good working relationships with staff, students, parents, community members and vendors
- Experience in buildings and grounds operations
- The successful candidate will be a motivated, self-starter

RESPONSIBILITIES:

- Hours of Work (100 % Full Time Equivalency): Typically 6:30AM - 3:00PM (Monday - Friday)
 - 8 Hours per day, 5 days per week
 - Must be flexible each week depending on events and needs of district.
- Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities
- Ensure that all activities conform to district guidelines
- Communicate effectively with all members of the school district and community
- React to change productively and handle other tasks as assigned
- Setup and take down for events at all buildings

- Cleaning and garbage removal at all athletic facilities, including Athletic Fields, Concession Stands, Bleachers, Bathrooms
 - Act as a substitute custodian when necessary
- Appropriately operate all equipment and machinery as necessary
- Support the value of an education
- Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects
- Perform maintenance, repair and installation in connection with:
 - Electrical, plumbing, and HVAC systems
- Exterior and interior building work and repairs
- Move equipment and materials within and between school buildings
- Work overtime when emergencies arise in order to prevent disruption of the schools
- Observe district policies at all times
- Keep abreast of new information, innovative ideas and techniques
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan
- Requires climbing and balancing
- Must work indoors and outdoors year-around
- Must work in noisy and crowded environments
- Other duties as assigned by Business Manager

IMMEDIATE SUPERVISOR: Business Manager