

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Building Grounds Maintenance

Responsible to: Superintendent

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as full time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Knowledge of District procedures;
- Skill to manage multiple tasks and projects.
- Skill to manage timelines and meet deadlines;
- Skill to maintain accurate continual maintenance records;
- Public Relations skills;
- Maintain a current valid driver's license;
- Knowledge with integrating technology.

Demonstration of required abilities:

- Capable of lifting ~ 60lbs ~ 15% of the time, ~ 80% of the work day standing, reaching, bending, pushing, pulling, stooping, walking and ~ 5% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Retain the ability to legally drive vehicles and equipment;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by maintaining and providing building/grounds maintenance and repair services; as well as contacting and communicating with related contractors.

Essential Job Results:

1. Maintains buildings by completing assigned installations, upgrades and repairs either personally, or with Superintendent approval, via vendors. Would include such activities as, but not limited to:
 - a. Collaborate with, and coordinate, various vendors to trouble shoot maintenance problems and concerns.
 - b. Manage processes and timelines for all annual certification and testing requirements for District facilities and maintain all applicable records.
 - c. Being responsible for initiating a lock out tag out system when necessary.
 - d. Being the District contact to purchase facility lock systems and all keys.
 - e. Frequent communication with administrators to ensure availability for educational purposes.
 - f. Work with the business office to ensure appropriate purchasing processes are met.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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- g. Communicate with administrators when cleaning activities do not support sustained life of equipment and systems.
 - h. Includes being on call at all times to District administrators, local emergency and public health agencies.
2. Maintains grounds by sustaining accessibility and appearance. Would include such activities as, but not limited to:
 - a. Major snow and ice removal in parking lots and in areas where larger equipment can be used.
 - b. Lawn and landscape care.
 - c. Parking area maintenance.
 - d. Repair and installation of water systems.
 - e. Coordination of the fertilization and spraying of lawns.
 3. Maintains the District fleet of vehicles and tractors by keeping all equipment operational and safe unless deemed out of use.
 4. Maintains proper inventory of needed replacement parts and janitorial supplies by checking stock to determine inventory levels and communicating with custodial staff. This would include, but is not limited to:
 - a. Anticipating needed custodial paper and cleaning supplies and having those products on hand when needed.
 - b. Supporting the custodians when cleaning equipment needs repaired or serviced.
 - c. Anticipating cleaning equipment replacement and facilitate the process.
 5. Transports District mail and commodities.
 6. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
 7. Protect the District by keeping information confidential.
 8. Maintain technical knowledge by attending educational trainings.
 9. Contribute to team efforts by accomplishing related results as needed or requested by District Administrators.

*** ~ denotes approximation

Employee's Signature

Date Received

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