

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Grounds Maintenance Helper (Class III Rate)

EXEMPT: No
SALARY LEVEL: Per Classified Policy - Maintenance
LOCATION: Maintenance Department
REPORTS TO: Director of Maintenance
LENGTH OF WORK: 8 hours / day, 5 days / week

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Cut and reseed grass on athletic and physical education playing fields as needed.
2. Line athletic and practice fields as needed.
3. Water playing field areas as needed.
4. Sharpen blades and maintain all grass cutting equipment in a state of repair which is safe for all personnel to use.
5. Be sure all protective shields and skirts around mower are installed.
6. Obtain cost of grounds equipment when requested and submit quote to Maintenance Director.
7. As appropriate, participate in continuous programs of updating knowledge and skills in maintaining sod and lawns.
8. Assist the maintenance staff in repairing equipment and buildings.
9. Remove, clean and/or replace filters as needed.
10. Make electrical repairs to scoreboard and sound system as needed.
11. Complete work orders as assigned.
12. Practice preventive maintenance on all electrical and mechanical equipment.
13. Qualified to operate school equipment and machinery.
14. Make sure all sprinkler systems are drained and properly prepared for winter.
15. Be certified to operate a school bus.
16. Carry a valid CDL License.
17. Be in attendance at home varsity football games.
18. Agricultural Chemical Certificate.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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. Employee must maintain a positive relationship with other staff, parents, and students.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license – CDL Class B

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

MATHEMATICAL SKILL:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be able to lift 80 pounds repeatedly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first 30 days and then on an annual basis.

Revised 12/8/00