

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### GROUNDS HELPER

#### **JOB SUMMARY**

The responsibilities of this position are to perform semi-skilled work in/on the district's facilities and on the grounds by performing duties related to grounds maintenance and improvements.

Employees may be transferred or reassigned to other Grounds Helper positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Maintenance classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school graduation or equivalent and experience with cleaning equipment and techniques; appropriate licenses/training (such as pesticide or hazardous materials) as required by law/depending on assignment.

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Prioritize and perform regular maintenance duties depending on assignment as outlined in the District Maintenance Manual to include the following:

1. Operate large and small grounds maintenance equipment, including single-axle truck, backhoe, mowers, tractor, edgers, weed eaters, hand tools; maintain, service and perform minor repair to grounds equipment; perform special grounds improvement projects as directed; order parts, supplies, and materials for grounds as necessary; keep maintenance shop in a neat and orderly manner.
2. Mow, spray, fertilize, water and maintain lawns, landscaped areas and athletic fields for school district; fertilize, spray, prune, and keep all flowers, shrubs, and trees in healthy condition; keep planting beds neat, free of weeds and generally maintained; maintain irrigation systems, including pumps and wells.
3. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, grounds, bleachers, playground/sports equipment; perform regular maintenance and vandalism repairs as necessary.
4. Respond to emergency situations.
5. Order and stock supplies/materials within scope of assignment.
6. Assist with maintenance of grounds as assigned by sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility.
7. Comply with all health and fire codes/laws, codes, and procedures for maintaining fire extinguishers, storage of supplies and disposal of garbage.
8. Observe all district safety policies and procedures and equipment maintenance and operation guidelines for district employee, student, and public safety; wear protective gear as necessary (ear/eye protection, aprons, gloves, etc.)
9. Complete and maintain paperwork, logs and records as necessary.
10. Communicate with Maintenance Supervisor regarding work scheduling, project planning, and work progress; maintain effective communication with administration, students, parents, staff, sales representatives, and the public for safety, security and public relations.
11. Read and understand operations and maintenance manuals; attend appropriate trainings as required.
12. Serve as member of the maintenance team of the District; perform related duties consistent with the scope and intent of the position; provide assistance in support of the maintenance and custodial functions where requested.
13. Other duties as assigned by the Maintenance Supervisor.

## **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

## **MENTAL DEMANDS**

Requires knowledge of routine repairs and maintenance, including some painting, electrical, carpentry, plumbing and other general maintenance; requires ability to learn the operation of a variety of cleaning equipment and tools; requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read labels and to operate, repair, and maintain equipment and facilities; knowledge and understanding of product and equipment application/operation and safety, health and safety codes, standards, and procedures; knowledge and understanding cleaning methodology and practices; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

## **PHYSICAL DEMANDS**

Must be capable of standing and walking for prolonged periods without restrictions; must be able to reach, grasp, handle and grip without difficulty on a continuous basis; must be able to stoop and bend or squat on a frequent basis ranging from slight forward bending to floor level; must be able to lift and carry objects ranging from reaching and lifting from floor level to above the shoulder on a constant to frequent basis weighing 0-50 pounds; must be able to push and pull occasionally depending on work assignment; frequently required to move heavy objects such as furniture or equipment, assistance may be requested; occasionally climb electric or hand ladders or work on scaffolding and/or scissors-platform lift at elevations up to 40 feet above ground level; occasionally work on roofs of single and two-story buildings; occasionally required to work in confined spaces; required to operate power equipment such as buffers and scrubbers; requires use of trade tools at a semi-skilled level; exposure to paints, adhesives, cleaning and stripping chemicals, depending on assignment exposure to lawn care products; required to wear protective gear such as gloves, masks, ear/eye protection as necessary; exposure to moving equipment and machinery (including flying debris), vibration and jarring; and noise from power equipment and in areas where children are present; exposure to changes in temperature and climatic conditions, wet-humid conditions, dust, cold/hot; requires work outdoors in any kind of weather; may be exposed to diseases carried by students may be required to restrain out-of-control students.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*