

# **JOB DESCRIPTION**

## **DISTRICT MAINTENANCE/GROUNDS PERSONNEL**

Talawanda School District  
131 West Chestnut Street  
Oxford, Ohio 45056

### **Title:**

District Maintenance/Grounds Personnel

### **Qualifications:**

1. Shall have a minimum of five years work experience in the field of HVAC, or a certification in HVAC training, or proof of work experience in the HVAC field that includes knowledge of working with and maintaining building computerized control systems. Knowledge of DDC controls, VAV's, chillers, boilers, and hot and chilled water supply systems is required.
2. Shall hold a valid drivers' license and be insurable through the school district.
3. Shall have knowledge and experience in various trades that is necessary for an individual to be successful in the maintenance and operation of a building facilities maintenance personnel position. This includes, but is not limited to, experience in the aspect of building PM and daily operational maintenance.
4. Physical effort usually requires considerable walking, standing, and lifting of heavy materials weighing up to 60 pounds.
5. May be required to work flexible shifts through the week, during holidays, and when weather emergencies require, such as snow removal.
6. Ability to operate and have working knowledge of lawncare and snow removal equipment.

### **Reports To:**

Director of Facilities

### **Evaluation:**

Performance of this position will be evaluated in accordance with the provisions of the Board of Education's policy on the evaluation of personnel and will be completed by the Director of Facilities.

### **Job Responsibilities: Essential Functions**

Must perform preventive maintenance activities on facilities by following written and verbal instructions.

Must be capable of performing routine repairs to building structures, facilities, and equipment such as floors, walls, doors, windows, building hardware, mechanical equipment, furniture, etc.

Must perform repairs to plumbing system including leaks and stoppages, repair or replacement of sinks, piping, valves or any restroom fixture.

Must repair and maintain equipment controls, lighting and electrical distribution system and fire system.

Must be able to replace lighting components and maintain building lighting, task lighting on furniture systems, emergency lights/exit lights, and 120 volt outlets.

Must be able to replace ceiling tiles and ceiling grids throughout the facilities.

Must be able to perform preventive maintenance tasks **on electrical utilities and facilities equipment.**

Must be able to operate all HVAC equipment and controls including DDC and pneumatic HVAC control systems and chillers, VAV's, water tube boilers, uni-ventilators, and HVAC pump supply systems.

Must have computer skills that will allow the person to navigate HVAC computer software, PM software or any other software that is essential to the operation and controls that allow efficient energy operation at each district location.

Must monitor operation of specific equipment, gauges, collect needed samples, and conduct necessary tests. (i.e.: Waste Water Treatment Plant)

Shall perform those duties associated with maintaining the care of district grounds. Shall perform such maintenance as is necessary and possible within the scope of daily duties in order to keep the building as a desirable educational environment.

#### **Job Responsibilities: Additional Duties**

Shall have the ability to communicate directly with staff in assuring that all aspects of a work request are understood, that parts are ordered, and repairs are made accordingly.

Shall be capable of operating power tools, using electrical volt meters, and have the ability to carry out assigned duties.

Shall observe strict safety rules and housekeeping practices in performing assigned duties and maintaining work areas, and follow department policies and procedures.

Shall maintain work records of work performed, time expended, materials and parts used, etc. as required.

Shall be responsible and have the ability to safely operate a school vehicle to remove snow when necessary and to operate during normal work hours.

Be responsible for grass mowing and district grounds at all district facilities.

#### **Knowledge, Skills and Abilities:**

One must have a mechanical aptitude that would be expected in the field of facilities maintenance. This would include an understanding of all trades, including plumbing, electrical, HVAC, etc., but also include the ability to use and comprehend necessary computer software that is essential in the every day efficient operation of the school district's buildings and equipment.

#### **Terms of Employment:**

This job description in no way states or implies that these are the only duties to be performed by this employee. The maintenance employee will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Facilities. Talawanda School District reserves the right to update, revise or change this job description and related duties at any time.

THE TALAWANDA SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER