

# **Griggsville-Perry CUSD #4**

## **Job Description**

**Position Title:** Head of Maintenance/ Buildings & Grounds

**Department:** Maintenance/Janitorial

**Location:** District

**Reports to:** Building Principal, & Superintendent

**FLSA Class:** Non-Exempt

**Revised Date:** June 16, 2025

### **SUMMARY**

This position provides managerial oversight of the district's buildings and grounds. In addition, this position ensures that routine maintenance and repairs on, and within all buildings of the district are performed accurately and efficiently to keep them in optimal working condition.

### **DUTIES**

1. Communicates effectively with department staff, school, and district personnel.
2. Demonstrates initiative and proactive orientation to recognizing and resolving issues, concerns, or problems.
3. Maintains current working knowledge of state and federal regulations relating to facility maintenance.
4. Assists in compliance with EPA, OSHA, and Health Department standards.
5. Coordinates the acquisition of specialized parts and supplies to ensure timely and efficient repairs.
6. Responds immediately to emergency situations.
7. Addresses personnel problems promptly and directly.
8. Assist with performing other janitorial duties as necessary.
9. Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power riding lawn mowers, power blowers, common trucks, and other motorized equipment requiring similar skill.
10. Assists with preparation of sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
11. Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties of athletic facilities.
12. Plants and cultivates trees, grass, flowers, and shrubs. Sprays for control of insects, weeds, and plant diseases.
13. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
14. Help to remove snow where appropriate.
15. Checks daily to ensure that all exit doors are open, and all panic bolts are working properly.
16. Helps keep grounds free of rubbish.
17. Reports any major repairs needed to the Principal, or the Superintendent.
18. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
19. Performs emergency repairs and/or cleaning services as needed.
20. Perform other duties as may be assigned by the Principal and Superintendent.

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#### **QUALIFICATIONS**

1. High school diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, & staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to be on your feet for long periods of time.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner
7. Must be able to lift up to 50 lbs.
8. Must be able to carry up to 35 lbs.
9. Requires employee to have the ability to push/pull up to 26 lbs.

#### **SCHEDULING**

The work hours for this position are from 8:00 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.

Salary Range- \$47,000-\$51,000