

WICKENBURG UNIFIED SCHOOL DISTRICT  
 JOB TITLE: MAINTENANCE/GROUNDS TECHNICIAN  
 LOCATOR:

<b>Position Type: Non-Exempt</b>	<b>Department: Operations</b>
<b>Salary Schedule: Classified Level III</b>	<b>Reports to: Director of Operations</b>
<b>Salary Range: \$9.47 - \$11.62 per hour</b>	<b>Location: District Office</b>
<b>Term of Employment: Operations Calendar</b>	<b>Date: 6/27/14</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

**We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.**

**POSITION SUMMARY:**

To maintain school buildings, grounds and systems to provide an excellent environment for school operations and to provide a clean, safe environment for students, staff and visitors.

*To perform this job successfully, an individual must be able to perform each essential duty 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.*

**ESSENTIAL FUNCTIONS:**

- Works on specialized equipment and materials as necessary, for example: electrical, plumbing, cooling/heating, carpentry, etc.;
- Disconnects, removes, repairs/rebuilds and replaces equipment and facilities;
- Able to diagnose operations problems and provide appropriate remedies;
- Housekeeping of the area assigned and the immediate grounds, sidewalks and entryways;
- Closes and locks all windows and doors in assigned area;
- Maintains accurate job records and keeps them up to date;
- Assists administration with athletic and activity events as assigned;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg Unified School District policies and rules;
- Performs all work associated with the maintenance of grounds;
- Mows lawns, trims/prunes trees and hedges, waters trees, shrubs, lawns and playing fields as developed in the district-wide grounds maintenance schedule;
- Removes leaves and other debris from sidewalks to create a safe walking area;
- Plants grass, trees and shrubs as determined by department lead;
- Maintains all high pressure irrigations systems and pumps;
- Provides maintenance tasks on fences as needed;
- Ensures the facility is secure by closing and locking all doors and gates when appropriate;
- Complies with all rules, regulations and policies of the Governing Board.

**MARGINAL DUTIES:**

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Must maintain a home telephone or cell phone;
- Works cooperatively with all personnel and students;
- Familiarity with small hand and power tools;
- Ability to work effectively under time constraints;
- Ability to operate appropriate machinery and equipment such as a lawn mower, hedge trimmer, leaf blower, saw, tractor, aerator and backhoe;
- Ability to operate high pressure irrigation systems including pumps and time clocks;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;

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- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines;
- The District reserves the right to amend this job description as necessary.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Maintains valid Arizona Drivers License;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### **EDUCATION AND/OR EXPERIENCE:**

- Experience and/or training in repair, maintenance, re-building and construction of buildings and operating systems for buildings;
- Previous experience in an educational setting preferred;
- High School Diploma or equivalent;
- Successful experience in grounds, maintenance and gardening;

### **COMMUNICATION SKILLS:**

- Speak, read and write in English or Spanish;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to communicate effectively;
- Must have legible handwriting.
- Communicates effectively with immediate supervisor, other district personnel, and department staff.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- Must be able to lift 50 pounds; must be able to climb a 10 foot ladder;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate but can reach higher levels depending on the job, equipment and environment;
- Routinely working outdoors in possible inclement or extremely hot conditions;
- 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.

**EVALUATION:** Annual evaluation by the Director of Maintenance and Operations in accordance with Board Policy.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_

**Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream**