Job Title: Maintenance/Grounds Assistant

Job Summary:
Under the direction and supervision of the director of maintenance or designee, this position will maintain buildings and grounds to meet safety and health standards as determined by district policy and by state and federal laws.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Maintains all safety and code requirements of the state, local and Board of Education guidelines.
- Perform all work in compliance with local, state and federal standards, regulations and codes.
- Perform numerous associated duties involving the maintenance and upkeep of district buildings and property including play areas, athletic areas and all related equipment, supplies, aerating, trimming, pruning and seeding as required.
- Ability to maintain, operate, and handle power equipment such as mowers, edgers, sod cutters, pruning equipment, snow blowers, chain saws, jack hammers, and all district grounds equipment.
- Observe and demonstrate proper operation of power equipment and related items to ensure the safety of the operator and fellow workers.
- Observe all safety rules and regulations; perform all work in compliance with local, state and federal standards, regulations and codes.
- Knowledge of small engine repair to perform service and repair on all types of gas engines including lawn mowers, trimmers, snow blowers, chain saws, and other related power equipment.
- Install, repair, and maintain district irrigation system (summer and winterization).
- Maintain district athletic fields, pre-season practice, during season field-lining, etc.
- Perform horticultural duties.
- Maintain shrub beds, flower beds, lawns, trees and other required areas.
- Cultivate, transplant, water, fertilize, spray weeds, apply pesticide, aerate and maintain the grounds as needed.
- Follow state laws and local code regulations when fertilizing and applying pesticides.
- Keep records of every application and chemical mixture then submit records to the maintenance office.
- If something occurs or is noticed that affects the safety of students, staff, and visitors inform supervisor immediately.
- Must be able to work various shifts, when required, as a result of extra-curricular activities or emergencies.
- Must be neat, clean, and dress appropriately.
- Ability to respond to district needs on an “on call” basis.
- Ability to read and follow plans and blueprints.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
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- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

**Essential Physical Demands:**
This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Ability to have close contact with various types of grass, shrubs, flowers, etc. with no allergies to these items.
- Ability to work with and around chemicals that may contain pesticides, fertilizers, gasoline, etc.
- Physical strength to perform strenuous outside work. Physical strength in back, arms, and legs to be able to rake leaves, shovel snow, load and unload power equipment, and carry items while performing the essential job functions.
- Required be in good physical health, capable of lifting up to 50lbs regularly, working at various heights, and perform various types of physical labor for an 8 hour shift.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday. Frequently reach above the head and forward.
- Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
- Required to stand and walk, use hands and fingers to handle or feel objects, be able to hear or talk to others, and have continuous use of hand strength to grasp tools.
- Must be able to climb and carry ladders and use power lifts up to 60 feet high.
- Capable of working at heights with no equilibrium or imbalance problems.
- Must be able to work in adverse weather conditions for extended period of time.
- Health and physical stamina to stand on feet and/or sit (example: riding lawn mowers) for extended period of time.
- Ability to wear a respirator when working with pesticides.
- Loading power equipment, including pick-up trucks, lawn mowers, power trimmers, sweepers, etc.
- Ability to work quickly and accurately in a fast paced environment.

**Desired Skills:**

- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
• Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
• Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
• Demonstrates ability to relate and work effectively with staff and community.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

• Related work experience such as parks, golf courses, Municipalities (turf industry), preferred but not required.
• Must have or be willing to obtain a CDL driver’s license within seven months of employment and maintain it throughout the duration of employment (paid for by the district).
• Must obtain Pesticide/SPI License within six months of employment and maintain it throughout the employment duration.
• High School diploma or equivalent (documentation required at time of application).
• Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license or evidence of mobility.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Grounds Assistant shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Director of Maintenance. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

Classification History:
Job description developed: March 2016
Job description revised: August 2018
East Valley 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 employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.