

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUILDING AND GROUNDS SUPERVISOR**

File 601

Reports to: Business Manager

Job Objective: Directs the delivery of district-wide maintenance services. Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Strong organizational planning and project management skills.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability to monitor and manage compliance with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability to comprehend and use blueprints/schematic diagrams.
- Skill/experience in preventive maintenance and repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
- Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of maintenance and custodial services.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Develops short/long-range program recommendations. Approves invoices for payment.
- Evaluates performance to ensure that maintenance services are effective. Shares knowledge about advances in operational procedures and equipment technology.
- Encourages program innovations.
- Participates in staff selection and orientation processes. Ensures the equitable distribution of workloads. Provides for coverage during staff absences.
- Promotes professionalism. Assigns and supervises work crews. Trains staff in procedures to effectively accomplish assigned duties. Helps assigned staff meet established schedules. Implements locally developed personnel appraisal standards.
- Oversees the periodic evaluation of district buildings, grounds, and equipment. Implements preventive maintenance programs. Consults with staff to ensure that maintenance and custodial programs are effective. Responds to stakeholder questions/concerns. Prepares work orders.
- Administers air quality and asbestos management programs. Attends training courses. Develops abatement programs as needed.
- Performs regular inspections of HVAC equipment/systems. Maintains required records/logs. Oversees the preparation of boilers for annual inspections and summer shutdown.
- Manages construction/renovation projects. Monitors contractors/vendors performance. Inspects completed work. Ensures compliance with building codes and accessibility standards.
- Supervises collection, verification, and recording of program information as directed.

- Monitors inventories and reorders supplies to maintain reliable service levels.
- Oversees the routine care of the district's landscaped areas and athletic fields.
- Updates snow emergency plans. Manages snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Coordinates preparation and clean-up activities for district events.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors compliance with fire, health, and safety regulations. Keeps prepared for inspections.
- Assists with the evaluation and revision of emergency preparedness/crisis management plans. Assists with practice drills (e.g., fire, weather, security, etc.).
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the business manager. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties

performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CLEANER**

File 602

Reports to: Building Principal and Building and Grounds Supervisor

Job Objective: Performs housekeeping duties.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
 - Ability to apply basic mathematical concepts.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Cleans assigned areas as directed. Takes the initiative to perform routine tasks independently. Acts autonomously to identify areas that need to be cleaned and performs required actions.
- Keeps the building and grounds supervisor informed about emerging issues.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Provides for the regular and orderly removal of trash. Washes floors. Strips and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Documents all injuries that require medical attention.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

NOTE: During the summer custodians and cleaners perform the same essential functions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: CUSTODIAN

File 603

Reports to: Building Principal and Building and Grounds

Job Objective: Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

- Minimum Qualifications:**
- High school diploma. Post-secondary training in a trade is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Skill/experience in boiler operations, preventive maintenance, and basic repair procedures.
 - Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).
 - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
 - Holds or is qualified to obtain a pesticide application license if needed.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs custodial duties. Takes the initiative to perform routine tasks independently. Acts autonomously to identify areas that need to be cleaned and performs required actions.
- Keeps the building and grounds supervisor informed about emerging issues.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs minor repairs. Avoids disrupting building activities except during emergencies.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require medical attention.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

NOTE: During the summer custodians and cleaners perform the same essential functions.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MAINTENANCE WORKER/GROUNDSKEEPER	File 604
Reports to:	Building and Grounds Supervisor	
Job Objective:	Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma. Post-secondary training in a trade is desirable.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with technology and other workplace innovations that support job functions.· Ability to comply with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability to comprehend and use blueprints/schematic diagrams.· Skill/experience in preventive maintenance and repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).· Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).· Multi-school or closely related building maintenance experience.· Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.· Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine tasks independently.· Keeps the building and grounds supervisor informed about ongoing activities and emerging issues.· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.· Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Facilitates community partnerships and school-sponsored activities that enhance student learning.· Helps the building and grounds supervisor develop short/long-range program recommendations.· Shares knowledge about advances in operational procedures and equipment technology.· Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.· Cleans, moves, and arranges furnishings, supplies, and equipment as directed.· Performs repairs. Avoids disrupting building activities except during emergencies. Consults with the building and grounds supervisor to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.· Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.· Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.· Performs grounds keeping duties (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Maintains a pesticide log. Anticipates weather conditions. Establishes work priorities to avoid delays. Takes the initiative to perform routine tasks independently.· Maintains playground areas and equipment as directed.· Assists with snow removal operations as directed.· Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).· Documents all injuries that require medical attention.· Picks-up and delivers equipment, materials, and other supplies as directed.· Checks daily schedule and coordinates preparation and clean-up activities for building events.· Assists other staff as needed to deal with unexpected or urgent situations.	

- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SEASONAL WORKER

File 605

Reports to: Building and Grounds Supervisor and/or assigned supervisor

Job Objective: Performs a variety of assigned maintenance, custodial, cleaning, and/or grounds keeping duties.

Note: Assignments are non-binding. Duties may change without prior notice to address unexpected situations or pressing district needs.

- Minimum Qualifications:**
- High school diploma. Diploma requirement may be waived for student training positions.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Ability to interact comfortably and confidently with the public.
 - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
 - Basic skill in maintenance and repair procedures may be required for some positions.
 - Ability to operate custodial or grounds keeping equipment may be required for some positions.
 - Valid driver's license and ability to meet all prerequisite and ongoing qualifications to be covered by the district's insurance carrier may be required for some positions.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the assigned supervisor to verify work schedules and assignments. Receives instructions. Carefully follows directions. Clarifies expectations and addresses questions/concerns. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Informs the supervisor when leaving the job site during working hours.
- Learns the correct operating procedure for all equipment associated with work assignments.
- Maintains orderly work areas. Maintains clear routes for emergency egress.
- Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Ensures that all supplies, materials, and equipment used during work assignments are stored properly. Requests additional supplies as needed to maintain reliable service levels. Seeks advice when uncertain about product use and/or disposal procedures. Ensures that products are not transferred or stored in unlabeled containers.
- Assists with the pick-up and delivery of equipment, materials, and other supplies as directed.
- Performs custodial/maintenance activities when properly qualified by formal training, prior work experience, or under direct supervision. *Note:* A supervisor must inspect all repairs to ensure compliance with applicable building codes and ADA accessibility guidelines.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, picks up litter, removes graffiti, equipment malfunctions, etc.). Maintains playground areas and equipment as directed.
- Removes trash. Mops, strips, and waxes floors. Vacuums and power cleans carpets. Sanitizes and re-supplies toilet rooms. Cleans lockers. Washes fixtures, walls, and windows. Dusts and polishes furniture/woodwork. Replaces light bulbs.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Applies paint, stain, varnish, or other surface treatments as directed.
- Cleans up chemicals, solvents, blood, body fluids and/or body tissues *only* when properly trained.
- Participates in occupational safety and health training programs as directed.
- Documents all injuries that require medical attention.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.

- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.