



## Pickens County Board of Education Job Descriptions

### **GENERAL MAINTENANCE – GROUNDS AND OUTSIDE MAINTENANCE**

#### TITLE/POSITION

RETIREMENT: Public School Employees Retirement

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Director of Maintenance

QUALIFICATIONS:

1. Standard high school diploma or satisfactory completion of any General Education Development (GED) Testing Program preferred.
2. Six months of work related field.
3. Must have a valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties of Pickens County Board of Education. Must be able to operate lawn maintenance equipment including unloader or track loader

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Maintain attractive, well groomed and safe grounds at each facility.
- Inspect areas to be mowed and remove debris from the path of the mower. Be aware of exposed pipes and sprinkler heads. Mow and trim grass using gasoline engine powered equipment.
- Use backpack blowers, brooms, rakes, shovels and other tools to remove excess leaves and grass from lawns, walks and driveways.
- Move lawn maintenance equipment to work site and mow area according to schedule with emphasis on safety.
- Trim trees, clean fence lines and remove trash and debris.
- Maintain equipment in satisfactory condition.
- Ability to assume responsibility and follow both oral and written instructions.

- Willing to answer emergency calls at all hours, including off hours
- Must be willing to work in undesirable locations, temperatures, and carry heavy objects.
- Ability to work well with others.
- Requisition needed supplies and materials.
- Work with administrators to establish school maintenance needs.
- Establish and recommend priorities for repair projects.
- Research items to be purchased for maintenance supplies, parts, accessories, etc.
- Keep proper records of preventive maintenance, schedules, job completions, tool and equipment inventories.
- Operate Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- All other duties deemed necessary.