

Northern California Conference
Job Description

DATE:	June 1, 2022	Title:	School Maintenance/ Grounds Maintenance
LOCATION:	NCCE	Wage/Salary:	\$ TBD
STATUS:	Part-time/Temporary	ERI Category:	18
REPORTS TO:	Principal		

SUMMARY: Maintains grounds of **Napa Christian** School to maintain a neat and attractive appearance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Cuts lawns; trims and edges around walks, flower beds and walls.
2. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
3. Plants grass, flowers, trees and shrubs.
4. Weeds and mulches flowerbeds and around trees; rakes and bags leaves.
5. Waters and fertilizes flower beds and trees.
6. Cleans grounds and removes paper, trash and other litter.
7. Checks water sprinklers to be sure they are working properly.
8. Makes minor repairs on equipment, sprinklers, etc.
9. Reports equipment problems to the Principal or Business Manager as needed.
10. Transports trash and waste to disposal area.
11. Keeps stock of adequate maintenance supplies and tools.
12. Maintains utility shed in an organized manner and good appearance.
13. Maintain and clean front road sign.
14. Attends all general School work-bees and assists the school volunteers.
15. Performs other related duties as assigned by supervisor.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Must be able to read and comprehend simple instructions. Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals. Ability to read labels and understand written instructions of use of equipment, cleaning packages or gardening products.

Mathematical Skills

Must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Knowledgeable of operating grounds/landscaping equipment such as mowers, trimmers, etc. Ability to effectively present information to other employees and to suppliers and service personnel. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

Have ability to stand and/or walk for several hours at a time. Must be able to spend long periods of time standing, walking, reading, stooping, kneeling, crouching, and crawling. The employee must occasionally lift and/or move up to 50 pounds. Assistance should be requested when lifting requirements exceed 50 pounds. Ability to reach over head. Must be able to read, speak, and hear.

Work Environment

The employee frequently works with equipment and the noise level is usually loud. The work environment is both indoors and outdoors. Overtime is never permitted without supervisor's prior approval.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**