

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Maintenance – Grounds**

**Purpose:**

The job of Maintenance – Grounds was established for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of basic/general maintenance activities (e.g. electrical, ventilating systems, alarms, boilers, plumbing, carpentry, etc.); addressing immediate operational and/or safety concerns; assisting skilled trades as assigned; ensuring adequate materials are available to complete assignments in a timely manner; maintaining attractive grounds area/s; protecting against erosion; maintaining grounds for assemblies and /or recreational activities; and directing other employees/contractors ensuring assignments are completed in a safe, proper and timely manner.

**Reports to:**

The job of Maintenance - Grounds is under the direct supervision of the Director of Facilities Management.

**Essential Functions:**

- Informs personnel (i.e. Director of Facilities Management, principal, FOM, etc.) regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Requests (and sometimes acquires) equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours if available for the purpose of resolving immediate safety concerns.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Ensures the operational readiness and safety of equipment such as tractors, loaders, plows, salters, snow blowers, mowers, and small engine grounds related equipment for the purpose of ensuring availability in safe operating condition.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.
- Assists other maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Installs and repairs a variety of classroom, office, and facility furniture and system components for the purpose of ensuring safe and reliable working conditions.
- Performs a variety of maintenance activities (e.g. carpentry, painting, etc.) for the purpose of completing projects within established time frames.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Maintains and repairs asphalt, concrete, fences and playground areas for the purpose of ensuring a safe work/play environment.
- Evaluates landscaped areas, equipment, grounds (e.g., field, playgrounds, parking areas, etc) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- Plants and maintains landscaped areas (e.g. flower beds, grass, bulbs, trees, etc), for the purpose of preventing against erosion and keeping the areas in a healthy, attractive and safe condition.
- Prepares grounds, athletic fields and courtyards for the purpose of providing attractive and safe areas for assemblies, athletic events and/or recreational activities.

#### **Other Functions**

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Minimum Qualifications:**

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

##### **Knowledge of:**

- Basic level computer skills (e-mail, Word, Excel, etc.)
- Operating equipment used in the installation, repair and maintenance of buildings
- Planning and managing projects
- Preparing and maintaining accurate records
- Appropriate safety precautions and procedures
- Basic record-keeping techniques
- Basic mathematics as needed, including calculations using fractions, percents and /or ratios
- Proper methods of storing equipment, materials and supplies
- Have general maintenance capabilities
- Grounds maintenance practices
- Methods and techniques for cultivating, planting, mowing and caring for lawns, gardens, shrubs and trees
- Quantities of materials needed in grounds keeping work
- Training procedures for seasonal help
- Procedures for mixing and applying pesticides and other chemicals
- Operation of light tractors and trucks
- Tools and methods used in grounds maintenance work
- Safe power equipment and vehicle driving practices
- Proper use, storage, and disposal of hazardous materials and waste

- Names and characteristics of the various shrubs, flowers, plants, lawns and trees that may be successfully grown in the Arlington Heights area and supplies, tools, and methods for planting and caring for them
- Common plant diseases and pests, and the methods for control and eradication
- Soils and fertilizers
- General Welding

**Ability to:**

- Plan, layout, and perform a wide variety of maintenance work, including estimating labor and materials of repairs and alterations
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skills
- Use a variety of tools and equipment utilized in the basic trade including voltmeter, ohmmeter, soldering equipment and other power tools
- Perform preventative maintenance and routine servicing of equipment
- Read and work from blueprints, shop drawings, and sketches
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records
- Observe legal and defensive driving practices
- Adapt to changing work priorities
- Willingly accept direction to perform a variety of tasks
- Demonstrate good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity
- Perform work in troubleshooting, design, diagnosis, repair, and maintenance
- Operate lifts, skid loader, and related department equipment
- Establish and maintain effective working relationships with those contacted in the course of work
- Train and direct the work of seasonal help
- Plan and layout work schedules and direct instruct others in grounds maintenance work
- Diagnose problems and take appropriate action to resolve them
- Maintain regular attendance and punctuality

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak English effectively with staff, students, and community members.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds and perform heavy manual labor. The job is performed at times under extreme temperature variations and in all weather conditions.

**Experience:** Any combination of education, training, and experience that demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Job related experience within specialized field is required.

**Education:** High School diploma or equivalent.

**Certificates & Licenses:**

- Possess a valid Illinois driver's license.
- Must possess an appropriate pest control certificate within six months of appointment of position

**Performance Responsibilities**

The specific duties and responsibilities of the Maintenance - Grounds shall be to:

- Assist with the maintenance of security and vandalism control of the site exterior;
- Keep grounds in a safe, clean and orderly condition;
- Participate in routine cleaning and maintenance of the exterior school plant, including graffiti removal;
- Perform preventative maintenance;
- Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment;
- Maintain tools, equipment and supplies in a safe and orderly condition;
- Maintain routine records and purchase parts as necessary;
- Remove snow and ice as needed;
- Maintain high-quality standards in housekeeping for both inside and outside work areas;
- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Operate a district vehicle observing traffic laws and using defensive driving practices;
- Perform technical and mechanical building repairs and construction as directed to maintain the district's physical facilities;
- Be responsible for the security of district facilities;
- Move furniture, supplies, and miscellaneous equipment as directed;
- Keep district vehicles clean and in good running condition;
- Note and report all items that require repair in the course of work;
- Inform the Director of Facilities Management on the progress of work and any problems within the department or in the work being performed;
- Communicate effectively and cooperate with district personnel; and community members;
- Perform other duties as assigned.

**FLSA Status:** Non-Exempt