

JOB DESCRIPTION

Job Title: Buildings and Grounds Staff

Department: Buildings and Grounds

Supervisor: Director of Buildings and Grounds

Position Overview: Buildings and Grounds Staff contribute to all functions in the Buildings and Grounds Department and oversee the safety and operation of the entire campus. Self-motivation and quality work is required to complete day to day operations.

Employment Classification: Full-time, non-exempt with benefits

Scheduled Days and Hours: Monday-Friday, 40 hours per week. Events as needed, Occasional overtime, weekends, evenings, overnights.

PRIMARY DUTIES

Health & Safety

- Attend safety training sessions, as required by the Director of Buildings & Grounds
- Assist the Director of Buildings & Grounds with respect to campus safety issues
- Report any safety issues / concerns to the Director of Buildings and Grounds and assist with solution

Grounds Care

- Assist with the athletic field maintenance and game readiness
- Inspection & maintenance of storm water systems
- Assist in snow removal & de-icing efforts (weekends, holidays, evenings)
- Assist with all lawn care for entire campus
- Assist with all flower bed maintenance for entire campus

Operation & Maintenance of Equipment

- Responsibly operate all school vehicles, equipment, and implements
- Assist with the daily up-keep of buildings and grounds equipment
- Monthly inspections of student transportation vehicles

Building Care

- Assigned to a minimum of five buildings, and assist with remainder
- Responsibly complete inspection, repairs, and find and report any deficiencies within assigned buildings
- Assist the Director of Buildings and Grounds with project supervision

Housekeeping

- Assist with housekeeping/janitorial efforts within campus buildings
- Oversee the distribution of campus-wide house job supplies and attend to inventory control
- Operate school "House Jobs" supply distribution room
- Monitor cleaning supplies inventory and report ordering needs to the office of Buildings & Grounds
- Facilitate daily service requests, as assigned by the office of Buildings & Grounds
- General Buildings and Grounds work could be assigned as needed

Miscellaneous

- Daily meetings with the Director of Buildings and Grounds for task scheduling purposes
- Other maintenance duties may be assigned from time to time to assist in the smooth operations of the campus
- Overtime hours will occasionally be required for snow removal, emergency repairs or assistance at special school events

Required knowledge, skills and abilities

- Must be detail orientated, excellent organizational skills, exhibit a high level of confidentiality, must be able to identify and resolve problems in a timely manner
- The Gow School community is guided and unified by a set of core beliefs, embodied in our Four Pillars of kindness, respect, honesty, and hard work. We seek employees who embrace and value these beliefs