

**RIPON AREA SCHOOL DISTRICT
Job Description**

- Department: Facilities & Grounds
- Job Title: Utility/Grounds Person (Day shift with flexibility)
- Qualifications: Professional attitude, dependable, reliable and excellent work ethic. Familiarity with or willing to learn with regards to electrical engineering, carpentry, plumbing, HVAC or similar; High school diploma or GED
- Experience: Previous grounds and custodial experience is preferred with practical skills as a groundskeeper, including carpentry, masonry, gardening, electrical engineering, and plumbing
- Other Requirements: Ability to work independently; Able to communicate effectively with staff and visitors to the facility; Demonstrate professionalism and confidentiality at all times; Demonstrate ability to work autonomously and a self-starter; Must possess a valid driver's license
- Reports to: Director of Facilities and Grounds; Indirectly Building Administrators
- Job Goals: Responsible for creating and maintaining a safe and healthy outdoor work environment for staff and a learning environment for students and assisting with indoor environment as requested

Essential Job Functions/Responsibilities:

1. Assist Facilities Director in developing and carrying out daily, weekly, monthly and annual grounds and landscaping tasks to create safe and aesthetically pleasing landscaping and grounds around all of the district's facilities and properties.
2. Clean interior and exterior areas of buildings on our campus on a daily basis, as well as performing additional seasonal cleaning tasks.
3. Pick up and remove trash and debris from the property and dispose of it appropriately on a daily basis.
4. Conduct regular maintenance on HVAC, plumbing, electrical systems, appliances, or other systems in the facility as required.
5. Carry out regular maintenance on structures, including carpentry and masonry work to repair damaged floors and walls.
6. Remove snow in winter conditions and keep outdoor areas safe during bad weather, including spreading salt on sidewalks, playgrounds, and parking lots to ensure safety of students, staff and visitors
7. Perform light excavation, using shovels, picks and other tools to dig trenches and level ground.
8. Maintain landscape and garden areas by planting grass, trimming trees and bushes, pruning and fertilizing flowers and other plants as well as removing weeds.

9. Contact the appropriate technicians and specialists for maintenance jobs that the groundskeeper cannot do alone. Completes mowing, trimming, and debris removal of all district green spaces
10. Assists with extra curricular setups and teardowns at Ingalls Field
11. Troubleshoots and completes most repairs of grounds equipment
12. Completes preventative maintenance of grounds equipment to keep equipment in good state of repair
13. Inspects and maintains district owned fleet vehicles
14. Keeps buildings clean, in an orderly condition, and in good state of repair
15. Vacuums, sweeps, mops, and scrubs corridors, stairways and restrooms according to approved practices
16. Makes minor furniture and equipment repairs
17. Replaces burned out electric lamps in rooms and corridors
18. Assists principal and teachers with various details pertinent to the welfare of the school and the children
19. Creates and sustains positive and effective interpersonal relationships in the workplace
20. Communicates a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service
21. Performs other duties as assigned
22. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
23. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District
24. This position will require flexibility of start time during the winter months to address snow/ice removal to ensure safe entrance to all district buildings
25. Person assigned to this position may be required to fill in as a custodian when absences occur

Terms of Employment: 12 month, full-time position

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy.

_____ I certify that I have read and understand the attached Physical Demand Addendum for Utility/Grounds position as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

_____ Signature

_____ Date

_____ Print Name

Utility/Grounds Person

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive Movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 50 pounds or more
Pulling/Pushing.....	Frequently 20 pounds or more
Lifting.....	Frequently 20 pounds or more
Lifting.....	Occasionally 50 pounds or more
Carrying.....	Frequently 20 pounds or more
Carrying.....	Occasionally 50 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports. Verbal communication skills for interacting with students, families, staff, and the general public.

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date

Approved by Board of Education

Board of Education Approved 9/19/22