

Howell Mountain Elementary School District



Postion: Food Service and Maintenance

Salary: \$23.62 with future steps to \$31.95

Full Time, 40 hours per week, on a 260-day work calendar

*Salary placement based on years of experience

DEFINITION

Organize, schedule, assign and monitor work in irrigation, grounds and utility maintenance; maintain supervisory records; order materials and supplies; oversee complex maintenance work; pick up and deliver school meals; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Superintendent/Principal or designee, and exercises general supervision over grounds workers, mower operators, maintenance utility workers, heavy equipment operators and irrigation specialists and trades assigned.

- Review work orders in grounds, irrigation and utility maintenance; assess priorities and schedule accordingly
- Make estimates on time and materials costs for work order jobs.
- Assist in job planning; order materials and estimate labor requirements.
- Meet and coordinate with outside contractors in designated maintenance areas
- Maintain inventory of stock.
- Oversee the installation and repairs of irrigation systems. Determine and recommend types of irrigation systems and controls and piping to be installed. Schedule watering times for entire District, supervise and monitor central automated irrigation control system.
- Construct and repair play-boxes, maintain safe levels of bark in play-boxes.
- Develop plans for landscaping, planting and outside maintenance of the school site.
- Recommend the purchase of trees, shrubs, plants and related material requirements.
- Supervise, oversee, and/or provide general direction for the maintenance and repair of athletic fields
- Maintain and make repairs to parking lots, hard courts and all other asphalt areas including storm drains.
- Supervise planting, pruning, fertilization, application of herbicides, weed control, irrigation and mowing.
- Maintain records of herbicides used and disposal of containers.

- Assess job priorities and assign work; inspect and review completed jobs with the site administrator.
- Meet and coordinate with outside vendors; obtain quotes and bids
- Make estimates on time and material costs for work order jobs
- Assist in the job planning; order materials and estimate labor requirements.
- Keep records of hours worked; schedule vacations; maintain records of work activity
- Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job
- Ensure that equipment is safe and in operating order.
- May assist in the preparation and monitoring of the department
- Maintain regular and prompt attendance in the workplace.
- Perform related duties as assigned.

- **QUALIFICATIONS**

Knowledge of:

- Methods of propagating, cultivating, pruning and caring for plants, shrubs, trees and lawns appropriate to school sites
- Equipment and tools used in construction and maintenance to include preventive maintenance and safety in utilizing these equipment and tools
- Design, maintenance and operation of irrigation and storm drain systems, construction and repair
- Skilled in construction and installing asphalt, familiarity with skilled trades areas, including carpentry, plumbing, electrical, concrete and HVAC work
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training, including written reports
- Laws and regulations that apply to application, storage and disposal of herbicides used on school grounds
- Storage and disposal of hazardous waste
- Safe work practices
- Personnel rules and procedures of the District

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Five (5) years of increasingly responsible landscaping experience
- Experience in ground maintenance and/or an Associate of Arts degree is highly desirable

License and Certificates:

- Must possess a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses

PHYSICAL DEMANDS:

Employee in this position must possess/have the ability to:

- Dexterity of hands and fingers to operate a variety of trade tools and specialized equipment.
- Sit for extended periods of time
- Walk over uneven ground and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs at for distances up to 100 feet or upstairs.
- Occasionally lift and/or carry up to 100 lbs for distances up to 100 ft or upstairs
- Push/pull up to 100 lbs for short periods of time
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop
- Reach overhead, above and below the shoulders and horizontally
- Hear and speak with/without assistive devices sufficient to communicate effectively with others