

GROUNDS KEEPER/MAINTENANCE/MECHANIC

JOB SUMMARY: Performs duties on a daily basis maintaining buildings, grounds and mechanical equipment. This includes but is not limited to performing other maintenance duties as assigned by the Director of Buildings and Grounds.

QUALIFICATIONS: Minimum of High School diploma required. Experience and/or training in grounds keeping and maintenance. Ability to maintain grounds equipment and landscaping. A valid Illinois Driver's License is necessary.

KNOWLEDGE/SKILLS/ABILITIES

- Experience and/or training in grounds keeping and maintenance
- Ability to maintain grounds keeping equipment
- Mechanical experience
- Ability to think and work both indoors and outdoors without immediate supervision
- Pleasant personality
- Ability to work with and around children

PHYSICAL DEMANDS

- Must be emotionally and physically able to perform duties required of assignment and job description

SUPERVISION

Given: None
Received: Director of Building and Grounds

EVALUATION

Director of Building and Grounds and Assistant Superintendent of Finance and Operations

Grounds Keeper/Maintenance/Mechanic Job Description

RESPONSIBILITIES

1. Maintains buildings, grounds, landscaping, athletic fields, etc. as directed
2. Cares for and maintains equipment
3. Removes snow and ice as necessary
4. Performs maintenance work as needed
5. Assists in emergencies
6. Reports problems to supervisor
7. Provides for building security
8. Assist Director of Buildings and Grounds as requested
9. Other duties assigned by supervisor when primary job responsibilities are not required
10. Maintain landscaping