

**LaPorte Community School Corporation**  
**Job Description**

**Job Title:** General Maintenance/Groundskeeper  
**Reports To:** Assistant Director of Facilities  
**Prepared Date:** February, 2001

**Essential Functions**

Repair, maintain, remodel, and add to building structures, equipment, furniture, and cabinets.

Make emergency roof repairs.

Replace and repair defective building structure components such as window frames, doors, walls, cabinetry, hardware, ceiling, and floor tile.

Do minor remodeling of buildings and classrooms.

Construct new cabinets, bulletin boards, shelving, etc.

Repair furniture and equipment.

Paint interior and exterior of buildings as directed and as needed.

Maintain boilers, boiler controls, and plumbing to provide safe and dependable operation.

Maintain electrical components. Repair and replace motors and bearings.

Provide electrical repairs and add electrical circuits as needed.

Maintain, repair, and replace kitchen equipment as needed.

Grounds work including mowing, excavation, grading, seeding, dragging, aerating, and snow removal.

Maintain and service grounds equipment as needed or inform the Transportation Department when services are needed to maintain their equipment.

Prioritize work tickets and keep supervisor informed of progress.

Provide supervisor with all invoices and completed work tickets.

Inform supervisor of questionable billing or large expenditures.

Report need for equipment repair and faulty mechanical operation discovered during the time other work assignments are being completed.

Attend to any emergency situation that is detected and inform supervisor immediately.

Recommend to supervisor best method for correcting or solving problems.

Communicate with supervisor each working day regarding work assignments, priorities, and scheduling of work activities.

Perform any other duties assigned by the Director of Facilities.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

High school diploma or GED. One to three years of related experience. Technical school or apprenticeship experience preferred.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to custodians and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

Must currently hold or obtain a Class C, CDL license by the end of the 90 day semi-probationary period.

## **Other Skills and Abilities**

Ability to operate all basic power and manual hand tools.

Ability to read and understand mechanical and electrical drawings.

Ability to operate motorized equipment.

Ability to troubleshoot mechanical and electrical equipment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.

The noise level in the environment is usually moderate.

## **Terms of Employment**

Twelve-month position; salary and work year to be established by the Board of Trustees.