



JOB DESCRIPTION

Job Title	Building and Ground Maintenance
Reports To	Director of Finance & Operations, Lead Facilities Maintenance
Hours/Schedule	8 hours/day, 12 Months/Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

This position assists in keeping the Rice Lake Area School District equipment mechanically sound and free of breakdown and lengthy interruptions.

Essential Job Functions

- Understand basic electrical wiring, motor/gearbox assemblies, plumbing, HVAC, and pneumatic controls.
- Ability to troubleshoot and repair various types of electrical-mechanical equipment and repair to original operational condition.
- Perform preventative maintenance operations and keep accurate records.
- Have extensive knowledge of wood and gas generated boilers.
- Must read and understand blueprints, testing equipment, meters, and gauges.
- Design and fabricate wood furniture such as desks, countertops, podiums, stairs, tables, railings, and other items.
- Must be proficient with a welder, torch, and other metal fabricating equipment.
- Repair or replace pressure controls, valves, pipes, plumbing fixtures, and faucet controls.
- Install light fixtures, switches, outlets, motors, equipment plugs, ballasts, and light bulbs.
- Assume responsibility for proper care, usage and maintenance of tools, equipment, and district vehicles.
- Continually evaluate building conditions to maintain a clean, safe, healthy environment and report deficiencies to the supervisor.
- Maintain adequate inventory of supplies needed to properly maintain district equipment.
- Knowledgeable of DILHR, AHERA, OSHA, Dept. of Commerce, guidelines and work safely using PPE.
- Promote safety and clean, safe working conditions.
- Work cooperatively with district staff.

- Individual must display a pleasant personality, positive attitude, clean appearance, and be able to positively communicate with the general public.
- Ability to accept direction from supervisor and be able to work with minimal supervision.

Ancillary Job Functions

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Set up or assist setup for scheduled building activities.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED
- Hold valid Wisconsin driver license
- Basic computer skills required
- Understands proper safety measures needed for a safe working environment
- Knowledge of electrical, mechanical, plumbing and HVAC systems

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of three years facility maintenance experience or experience in a directly related field with applicable training. Any other license or certification is a plus.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to exercise the judgment, decisiveness and creativity required in various situations involving the evaluation of systematic problems.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of proper cleaning and sanitizing methods
- Ability to understand and carry out written and oral instructions.
- Ability to give written and oral instructions
- Ability to communicate and work effectively with others including coworkers, teachers, students and supervisory personnel.
- Ability to organize and complete projects in a timely manner.
- Ability to read and interpret blueprints and schematics as well as safety documents, operating and maintenance instructions, procedure manuals, and installation instructions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to add, subtract, multiply and divide. Ability to calculate volume measurements, square footage, basic geometry and algebra; calculate percentages, fractions and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate or greater noise levels associated with the use of power equipment, vacuums, mowers and mechanical equipment.
- Temperature extremes include some exposure to the outdoors, freezers, and mechanical rooms and boilers
- Possible hazards exist with the use of harsh chemicals, petroleum products, and degreasers.
- Some toxic or caustic chemicals are used on a daily basis.
- May at times be required to work at heights above 10 feet off the ground.
- May at times be required to work in confined spaces such as building tunnels.

Physical Requirements – The physical demands described below 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 essential functions.

- Frequently lift and/or move 50 pounds such as cleaning supplies, pails and materials. Occasionally the employee will lift and/or move up to 90 pounds such as salt barrels or bulk furniture. Employee will be required to sometimes push/pull/lift items such as tables, bleachers, and scrubbing machines.
- Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision depth perception and the ability to adjust focus.
- Ability to exert required physical effort to perform moderate to heavy work, typically involving some combination of climbing and balancing, bending, kneeling, crouching, lifting, carrying, pushing, and pulling.
- Other functions required in this position walk, stand, use of hands and fingers to operate tools, controls and feel objects. The employee must frequently squat, bend, stoop, kneel, reach above the head and reach forward. The employees will frequently bend or twist at the neck or trunk more than the average person while performing this job function.

The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or gender identity or gender expression.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.