

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

Job Description

POSITION: Maintenance Helper

QUALIFICATIONS:

1. Certification of occupational fitness.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. High School diploma or equivalent required.
4. Valid motor vehicle operator's license.
5. Effective communication skills.
6. Ability to follow instructions and complete tasks in a timely fashion.
7. Previous landscaping experience.
8. Experience in operating industrial machinery.
9. MA 2C license preferred.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Head of Maintenance and Facilities

JOB GOAL:

To provide quality maintenance of all district school interiors and exteriors in a timely fashion without sacrificing detail.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

GENERAL DUTIES AND RESPONSIBILITIES:

1. To maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with a safe outdoor environment both pleasing in appearance and enjoyable for play.
2. To maintain building equipment, systems, and interiors in a safe, efficient, and orderly manner.

PERFORMANCE RESPONSIBILITIES:

1. Performs facilities security checks as needed.
2. Serves as a backup to open or secure a building when a person is out.
3. Responsible for operation and upkeep of school department vehicles.
4. Maintains and cares for school grounds.
5. Plant seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce an attractive appearance.
6. Prunes trees and trims hedges to promote growth and improve appearance.

7. Mows lawn with hand or power mower.
8. Connects sprinkling equipment and waters lawn and flowerbeds as needed.
9. Inspects flowers, shrubs, and trees for evidence of insects, fungi, and other pests.
10. Adjusts, maintains, cleans, and repairs such equipment as lawnmowers, hedge shears, weed wackers, trimmers, etc.
11. Plows and shovels snow from sidewalks and driveways and spreads sand, salt, or ashes to prevent slipping.
12. Collects and disposes of leaves and refuse.
13. Repairs outdoor equipment and monitors playground apparatus in regards to safety and repair.
14. Seasonally and during inclement weather, works inside on a variety of projects including but not limited to maintaining/repairing equipment, painting, transporting supplies and equipment, stocking inventory and supplies, and other appropriate tasks.
15. Performs duties of general custodian for building and grounds as needed.
16. While performing custodial tasks at various schools, s/he will be under direct supervision of the Head of Maintenance and/or her/his designee.
17. Assists the Head of Maintenance & Facilities and/or Supervisor of Custodians as needed.
18. Regular, reliable attendance
19. Performs other related duties and work assignments as requested by his/her supervisor.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects or controls; reach with hands and arms. The employee is required to walk, stoop, or kneel. The employee must be able to lift up to 30 pounds without assistance and up to 150 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom and office setting where noise level in the work environment is usually moderate. This position also requires an individual to work outside where the noise level in the work environment can be moderately high.

TERMS OF EMPLOYMENT:

12-month year; salary to be established by the School Committee in accordance with the collective bargaining agreement

EVALUATION:

Performance of this job will be evaluated annually in accordance with School Committee policy on evaluations.

Approved by: Westport School Committee **Date:** May 24, 1999
Revised: February 29, 2016

Reviewed and Agreed to by: _____ **Date:** _____

Code: MainHelp