



**Job Description:** Building and Grounds Maintenance

**Part/Full-time:** Full-time, year-round position

**Reports To:** Facilities Manager

**Department:** Facilities

**FLSA Classification:** Non-Exempt

### **Brief Description**

Responsible for cultivating and caring for campus landscaping, outdoor parking lots, and recreational areas. This individual also assists with general building maintenance duties.

### **General Information**

The duties associated with this position are generally performed in an outdoor setting. This position's flexible schedule is coordinated with the Facilities Manager. This position frequently works during school breaks.

### **Physical Requirements and Work Environment:**

- Outdoor duties require exposure to natural elements such as inclement weather, extreme temperatures, uneven ground, dust, gas, and/or fumes.
- Employees in this role are regularly required to climb, sit, stand, bend, kneel, reach, push, pull, and lift up to 75 pounds.

### **Essential Expectations:**

- This individual supports and acts in accordance with Providence Classical School's mission, values, and statement of faith.
- This individual interacts with co-workers in a mutually respectful and edifying manner that fosters a healthy team culture.
- This individual upholds professional standards of personal presentation, punctuality, and professional courtesy.

### **Position Responsibilities:**

- Mowing lawn using hand-held, power tools, or riding mower (experience preferred).
- Perform minor repairs and maintenance procedures on equipment utilized in groundskeeping.
- Trim and edge around sidewalks, parking lots, flower beds, and buildings.
- Plant flowers, grass, shrubs, and bushes.
- Trim shrubs and pull weeds.
- Rake, mulch, and prune the grounds as needed.
- Cut down tree limbs that are posing a danger.
- Apply pesticide to rid the grounds of pests such as mosquitos, ants, and wasps.
- Apply fertilizer to the ground to enhance growth.
- Maintain irrigation system (experience preferred).
- Sweep walkways of debris.
- Install/maintain furniture and playground equipment.
- This position performs other duties as assigned.