



Job Title: **Seasonal Maintenance Helper**

Job Family: Non-Certified

Pay Program: Classified, Temporary worker

Typical Work Year: 3 Month Position

Reports to: Director of Operations

SUMMARY: Moves furniture and equipment between classrooms and buildings. Performs summer cleaning projects as needed. Assists in maintaining outside environment, school district facilities and minor equipment in a safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Job Tasks Descriptions	Frequency	% of time
1. Moves furniture and equipment between buildings and classrooms.	Daily	55%
2. Performs summer cleaning projects as directed.	Weekly	20%
3. Performs minor facility preventative maintenance, including filter changes.	Daily	8%
4. Assists trades with facility maintenance.	Daily	5%
5. Runs weed-eater, picks up trash, runs errands for facility maintenance.	Daily	5%
6. Plants sod.	As needed	2%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL	100%

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Iowa driver's license with acceptable MVR preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to follow direction regarding in-district classroom moving and furniture relocation including safe lifting of furniture and equipment.
- Ability to safely operate district vehicles, equipment lifts, palette jacks, and other minor equipment.
- Ability to learn minor facility preventative maintenance.
- Ability to assist with facility maintenance.
- Ability to learn to maintain turf and to learn lawn and tree maintenance.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of lifting and moving equipment or landscape maintenance equipment.
- May operate district vehicles if knowledgeable and qualified.
- Operating knowledge of applicable district information technology systems and any other department specific software and equipment required within 2 months after entering.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Operations	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Use district landscape maintenance equipment.
- Safe handling of classroom furniture and equipment during moving.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear		X		
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy	X			
Coordinate	X			
Instruct	X			
Compute	X			
Synthesize	X			
Evaluate	X			
Interpersonal Skills		X		
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Indoor and Outdoor and moving truck environments with varying temperature				X
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

4/24/17

