



**FERN RIDGE SCHOOL DISTRICT 28J**  
**Job Vacancy Announcement**

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**NOTICE OF VACANCY**  
**1.0 FTE GROUNDS/MAINTENANCE SUPPORT PERSONNEL**

October 3, 2019

Fern Ridge School District is currently seeking applicants for a 1.0 FTE Grounds/Maintenance Support Person. We are seeking outstanding candidates to join our team.

**Assignment Details:**

The assignment is a full time maintenance position with the school district. The person hired for this position will perform duties associated with the maintenance department including but not limited to: repair and cleaning of district buildings, grounds, maintenance, construction, maintaining equipment and related duties as required.

The successful candidate must have or obtain a fingerprint background check with the Oregon Department of Education (cost is \$71.50) and complete other trainings as assigned.

Closing Date for this position: Open Until Filled

Starting Date: To Be Determined

**Application Requirements:**

Please submit:

- ✓ Completed Classified Application **Click here for a link to the application**
- ✓ Letter of Interest
- ✓ Resume
- ✓ Three (3) Letters of Recommendation

In-district applicants need only to submit a letter of interest.

**Benefit Details:**

There variety of benefits for this position including:

- **Starting Salary of \$17.94 to \$18.62 per hour, depending on experience.**
- **Insurance; Health, Dental, Vision, Life and Long Term Disability**
- **PERS Eligible**

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253 Ext. 203, or [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us) or you can email Michelle Cook at [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)

**Send to:**

Fern Ridge School District  
Human Resources Department  
88834 Territorial Road Elmira, Or 97437

**Contact Information:**

Website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)  
Phone: 541-935-2253 ext 1203  
E-Mail: [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)



## FERN RIDGE SCHOOL DISTRICT 28J

### JOB DESCRIPTION

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**Job Title:** Grounds/Maintenance Support Personnel  
**Reports To:** District Administration/Managers  
**Status:** Classified – Non-Exempt

#### JOB SUMMARY

Performs maintenance work and repair work on District buildings and on District grounds, fields, and undeveloped District owned property, using specialized skills to ensure the upkeep and safety of District property for students, staff, and community members. Perform other related work as required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Demonstrate regular and acceptable attendance and punctuality.
2. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings.
6. Attends in-service and workshop trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Reports issues to authorities as necessary, animal control, suspicious activity etc.
11. Assists or substitutes for other custodial/maintenance personnel, as necessary.
12. Maintains and ensures the upkeep, repair, and improvement of all school properties.
13. Performs grounds and landscape maintenance duties including, but not limited to mowing, transplanting, pruning, weed control, tree trimming, leaf clean up, tree removal, fertilizing landscapes, and preparing sites for landscaping.
14. Assists in developing and preparing the laying out and marking of sports fields and conditioning soil.
15. Performs irrigation installation and repairs.
16. Installs and repairs backstops and bases and paints play surfaces and equipment.
17. Performs installation and repairs on fencing and playground equipment.
18. Transports materials and supplies to work sites.
19. Keeps walkways, parking areas and entrances clean and clear of debris.
20. Operates hand and power tools and other equipment at job sites and performs routine maintenance on tools.
21. Operates a variety of vehicles including, but not limited to mowers, trucks, and back hoes.
22. Works with accuracy and attention to detail and ensures that deadlines are met.
23. Performs building maintenance and repairs including, but not limited to carpentry, painting, roofing, concrete finishing, hardware, glazing, floor and wall covering, sheet metal work, and cabinetry.
24. Maintains and repairs grounds and maintenance equipment, tools and supplies.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities 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/or Experience:** High school diploma or General Education Diploma (GED), completion of trade school or equivalent, with special training in one or more trades or equivalent combination of education and experience. Thorough working knowledge of building, grounds and repair work, including methods, materials, and equipment used in skilled maintenance repair work. Four years previous experience working in a building maintenance and grounds position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio, percent, calculate area, circumference, and volume.
- **Reasoning Ability:** 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, schedule or diagram form. Ability to deal with nonverbal symbolism (formulas, scientific equations, and graphs).
- **Computer Skills:** General knowledge of computer usage preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to operate a variety of maintenance and grounds. Ability to exercise good judgment to meet timelines and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain and maintain a valid First Aid Card, Oregon Driver license, and other training as assigned by the District.

## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in Maintaining a safe environment.

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is

frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb ladders or balance and smell. The employee must regularly lift and/or move up to 75 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery, cleaning equipment, district vehicles or tractors, and hand or power tools.

### **Work Environment**

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

The work environment is a standard school and school grounds setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population, activities and/or equipment used. The employee is exposed to a variety of conditions including wet or humid conditions, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, fumes and airborne particles, outdoor weather conditions, risk of electrical shock and vibration. The employee may be exposed to bodily fluids and bloodborne pathogens.

### **OTHER**

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

*Fern Ridge School District is an Equal Opportunity/Affirmative action/Veteran's Preference employer. For Veteran's Preference, contact the district office for information on required documentation.*