


 THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Facilities Serviceperson and Grounds Maintenance
CONTRACT YEAR:	Twelve Months
PAY GRADE:	Facilities Serviceperson Salary Schedule
BARGAINING UNIT:	FOPE-Facilities

QUALIFICATIONS:

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Experience in custodial work and other trades such as sprinkler repair and upkeep, lawn maintenance, trimming and fertilizing.

ADDITIONAL REQUIREMENTS:

The ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other equipment used in grounds maintenance. Ability to do heavy lifting, climb ladders. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others.

Must complete the Basic Facilities Service job related training program, ~~offered~~ conducted by Broward County Public Schools Human Resource Development and receive a Basic Facilities Service certification within the probationary period of employment. two (2) years of appointment to the job assignment.

REQUIRED: Computer skills as required for the position.

PREFERRED: Bilingual skills are preferred.

REPORTS TO: Principal/ Administrator or designee

SUPERVISION:

SUPERVISES: This position does not have ~~No~~ supervisory responsibilities.

POSITION GOAL: To perform semi-skilled work in heavy cleaning such as mopping, scrubbing, stripping, refinishing to maintain the cleanliness, orderliness, appearance and safe conditions of the building and also grounds upkeep and repair in a responsible and accurate manner.

ACCOUNTABILITY

PROCEDURES: The principal/administrator or designee will assess the effectiveness of the Facilities Serviceperson and Grounds Maintenance annually with respect to the performance of specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Facilities Serviceperson and Grounds Maintenance shall: carry out the essential performance responsibilities listed below.

1. Clean all areas inside and outside the school as directed.
2. Perform work on schedule and according to custodial standards.
3. Wash and sanitize sinks, toilets, showers, plumbing fixtures and other restroom/shower room facilities and replenish supplies of soap, towels, etc.
4. Eempty heavy containers of trash and debris from offices, classrooms, hallways, repair shops, etc., and dispose in an appropriate manner, usually to the dumpster.
5. Mow lawn and trim hedges, shrubs, trees, etc., using riding or push mower, "weed eaters", edgers, hand tools or other appropriate equipment.
6. Climb steps and extension ladders to replace light bulbs or florescent lights, clean fixtures, wash windows, trim trees, etc.
7. Operate heavy equipment to sweep, mop, brush, vacuum, strip and wax and otherwise clean floors, walls, walkways and other building surfaces.
8. Dust, wipe, wash and wax furniture such as desks, chairs, tables, filing cabinets, etc. and perform minor repair work.

9. ~~P~~pick up and dispose of paper, bottles, cans, stones, twigs, leaves and other debris from yards, walkways, parking lots, etc.
10. ~~P~~plant flowers, bushes, trees and other items, as directed.
11. ~~M~~maintain equipment in a satisfactory condition by sharpening blades, lubricating parts properly, cleaning, as necessary, and storing them safely and securely.
12. ~~I~~inform supervisor of needed supplies. Recognize building equipment, mechanical equipment and structural problems which require servicing or maintenance. Inform immediate supervisor of needs or call in maintenance work orders as directed by facility administrator.
13. ~~P~~practice safety continuously and ensure that a safe working area exists.
14. ~~P~~participate, successfully, in the training programs offered to increase the individual's skills and proficiency related to the assignments.
15. ~~C~~omplete all projects in a competent manner and ensure proper recording of time and materials.
16. ~~P~~perform all duties which require extensive physical effort, such as climbing, lifting, pulling, etc., which requires the physical ability to lift, on average, up to fifty-five (55) pounds.
17. ~~R~~eview current developments, literature and technical sources of information related to job responsibility.
18. ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
19. ~~P~~perform other duties required by the principal, administrator or designee.
20. ~~F~~ollow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS—frequency, contact, purpose, and desired end result:

Majority of contact is with employees within the department utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/20/84 &

Adopted: 1/8/85

Revised: 11/17/92 &

Adopted: 12/1/92

Revised: 4/20/93 &

Adopted: 5/4/93

Board Adopted: 12/16/03

Revised: 8/7/06

Revised: 2/27/09