

Building and Grounds Specialist

Job Description: Building and Grounds Specialist

Department: Building and Grounds

Department Head: Director of Facilities

Reports to: Director of Facilities

Classification: 12 Month

Salary and Benefits as indicated on Confirmation of Terms and Conditions of Employment.

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Expectation:

Provide general cleaning and complete assigned tasks in order to meet the expectations for cleanliness, safety and good repair for the Hill-Murray School community.

Essential Duties and Responsibilities:

- Conduct general cleaning and tasks as assigned by Supervisor of Building and

Grounds

- Maintain all grounds on the school campus including: parking lot, sidewalks, fields, and all common use areas.
- Knowledge of Building Maintenance Electrical, Plumbing, Carpentry, Locks and minor building repairs
- Knowledge of custodial procedures and products in order to complete daily responsibilities in a timely manner
- Ability to use, operate, and care, for custodial equipment (vacuum cleaners, floor machines, etc.)
- Provide assistance for special events and set up/taking down of equipment as directed by supervisors
- Responsible for closing and securing school when directed to do so by supervisors
- Other duties as assigned

Qualifications:

- Able to support the mission of the school
- Ability to follow written and oral instructions and have good communication skills
- Ability to perform physical labor over an extended period of time. Must be able to bend, climb ladders and lift up to 75lbs

- Must be able to work overtime when needed and be flexible to work different shifts as requested

Job Type: Full-time

Pay: From \$18.00-22.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- On call
- Overtime

Education:

- High school or equivalent (Preferred)

Experience:

- Landscape Maintenance: 3 years (Required)
- Building Maintenance: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- One location