



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: **Maintenance Level III – Athletic Fields or Landscaping and Grounds**

Reports to: Manager of Maintenance Services

Classification: Facilities - Non-Exempt

Hours/Day: 8 Hours/Day

Days/Year: 260 Days/Year

Purpose/Summary

The Athletic Fields or Landscaping and Grounds Maintenance Level III Employee, in preparation to become a Journeyman, must be able to work with general oversight and guidance to complete a range of grounds and building maintenance related procedures and ensures the aesthetics of school grounds meet the standards of North Allegheny School District.

Essential Duties and Responsibilities

- Supports repairs and installation of irrigation systems piping, controls, pumps, heads and rubber shingle, metal and modified roofing systems, floor tile, stair treads and carpeting, ceramic tile, masonry, painting; baseball, football, soccer, softball equipment including bases, pitchers' mounds, and goals; Mows, string trims, edges, mulches, removes or prunes trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Prepares fields in accordance with various WPIAL athletic requirements and measurements.
- Operates and conducts repairs of the ground's maintenance equipment such as mowers, chain saws, electric clippers, sod cutters, pruning saws, string trimmers, edging equipment, excavating equipment, etc.
- Plant's grass, flowers, trees, and shrubs and conducts more complex landscaping tasks.
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and all other ground features.
- Performs snow removal using shovels, snow blowers, plows, and salt spreaders.
- Assists in special events and clean-up projects as required.
- Responds and troubleshoots work order requests.
- Reports issues or concerns to direct supervisor and fulfills other duties and tasks as assigned.
- Ability to perform general maintenance and assist other trades during winter months.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness.
- Establishes and maintains working relationships to ensure projects and procedures are following District initiatives.
- Report issues or concerns to direct supervisors.
- Maintains safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Other duties as assigned by the Manager of Maintenance Services or Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.

Education and/or Experience

- High School Diploma or G.E.D.
- Minimum three years of experience in a related field with valid trade organization involvement and/or two years of schooling or certifications in a related field.
- Certifications or qualifications must be maintained to keep Level III Status.

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Certifications, Licenses, Registrations

- Valid PA Driver's License
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Written and/or hands-on testing of the ability to perform the required responsibilities of each position may be required.*

Knowledge and Abilities

Training will be provided to update knowledge of current technology and ability to manage information. Ability to understand content to organize, manage and communicate electronically.

Academic Skills – Ability to complete training requirements and technical refresher programs for level of job and complies with District practices and procedures. Ability to read and understand maintenance manuals, schematics and building diagrams and blueprints. Able to review, measure, estimate, order, remove and install materials needed to complete assignments. Learns and understands the ASHRAE and ASME Standards, BOCA. Learns and understands operations and maintenance of retention ponds.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Ability to read, analyze and interpret information to effectively communicate with Executive Council, the Superintendent, and key stakeholders.

Math Skills – Knowledge of arithmetic and measurements. Possesses a degree of mechanical aptitude. Able to review, measure, estimate, order, remove and install materials needed to complete assignments.

Technology Skills – Demonstrate competency with up-to-date computer software, including Microsoft Office Suite, Maintenance Work Order System. Be able to access, generate and analyze data, utilize email, the Internet, Intranet, and use general office equipment and tablet/iPad.

Reasoning Ability – Ability to think critically and problem-solve.

Other Skills and Abilities

- Must possess a high level of interest and initiative in maintaining and advancing his/her skills in the maintenance trade.
- Must be able to use electrical, hand, and power tools, when needed.
- Must be a self-starter who independently manages his/her time and work assignments with minimal supervision on day-to-day tasks.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a high level of attention to detail and maintain consistency and accuracy when providing information.
- Must maintain the ability to multi-task and manage competing priorities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a HEAVY Physical Demand Characteristic of Work position according to the physical demands' strength rating of the <u>Dictionary of Occupation Title</u>. Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>


Work Environment

Most time will be spent outdoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

C - Continuously	F - Frequently	O - Occasionally	R – Rarely	N – Never
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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature	
Date of Approval	9/26/21