

Job Description: Facilities Personnel (0.5 FTE)

JOB GOAL

The Facilities Personnel is responsible for performing routine inspections, maintenance, repairs, and groundskeeping duties to help ensure that students, staff, and community members have a safe, attractive, clean, and healthy environment for learning and work. The Facilities Personnel supports the general operation and upkeep of the school building, grounds, and facility equipment and works cooperatively with Administration and other members of the Facility Team.

QUALIFICATIONS

- a. Earned a high school diploma or its equivalent.
- b. Hold and maintain a valid driver's license appropriate for any vehicles or equipment required to perform assigned duties, with no serious violations.
- c. Demonstrate knowledge and proficiency in several areas of facility maintenance, with a minimum of three years of relevant experience preferred. Areas may include plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical systems, HVAC systems, roof repair, plastering/spackling, field and playground maintenance, furniture repair, and/or small engine repair.
- d. Ability to safely operate and maintain tools, equipment, and vehicles necessary to perform assigned duties.

DESIRABLE TRAITS AND ATTITUDES

Has a positive attitude toward the job, students, staff, and community.

Respects the value of confidentiality and integrity.

Has the ability to work independently, organize tasks, and use time effectively.

Shows initiative while also being willing to take direction.

Works within the procedures and systems of the school community.

Dresses appropriately for a school setting and for the duties being performed.

Ability to multitask and prioritize workloads.

Works cooperatively and respectfully with others.

Conducts oneself in a professional, ethical, and dependable manner.

Demonstrates good judgment when identifying safety concerns, maintenance needs, and situations requiring assistance.

REPORTS TO: The Facilities Personnel will be part of the Facility Team and will report directly to Administration and/or the designated facilities supervisor.

PERFORMANCE RESPONSIBILITIES

Perform routine lawn and landscaping duties, including mowing, weeding, spraying, trimming, and related grounds maintenance.

Remove snow and ice by shoveling, plowing, sanding, and/or treating walks, driveways, parking areas, and steps as assigned.

Perform general building maintenance and repair tasks in a variety of areas, consistent with training, experience, assigned responsibilities, and applicable codes and regulations.

Perform routine inspections of building, grounds, equipment, and facility systems and promptly report abnormalities, hazards, or needed repairs.

Assist with ensuring that the building and grounds are safe, functional, and ready for daily operations.

Respond appropriately to maintenance-related emergencies and perform necessary repairs within the scope of training and assigned responsibilities.

Maintain accurate records or logs of maintenance activities, inspections, repairs, and other assigned facility tasks.

Identify repairs or projects that are beyond the scope of assigned responsibilities, skill, or experience and report them to the appropriate supervisor or administrator.

Assist with maintaining compliance with applicable fire, safety, health, and environmental regulations and school policies.

Maintain appropriate supplies, parts, and materials needed for routine maintenance and communicate when additional supplies are needed through established procedures.

Safely operate, clean, and maintain tools, vehicles, machinery, and equipment necessary to perform assigned duties.

Report damage, vandalism, theft, safety concerns, or other unusual conditions to Administration or the designated supervisor promptly.

Assist in preparing facilities for school activities, events, and other community use as assigned.

Work cooperatively with other Facility Team members during emergencies, severe weather, building issues, and other situations requiring additional support.

Notify and assist Administration and appropriate emergency personnel with emergencies or potentially dangerous or unusual situations.

Use computers and/or electronic equipment as needed to complete work orders, maintenance logs, communications, and other job functions.

Maintain confidentiality of records and information obtained through professional duties and use appropriate discretion when sharing information.

Attend required meetings and training, including Right-To-Know, safety training, and other applicable professional development.

Display a cooperative, respectful, and pleasant attitude when interacting with students, staff, parents, contractors, and community visitors.

Serve as a positive role model for students and staff by demonstrating appropriate workplace behavior, professional conduct, and a strong work ethic.

Participate in appropriate in-service and workshop programs as assigned.

Display ethical and professional behavior when working with students, parents, school personnel, contractors, vendors, and outside agencies.

Adhere to applicable federal and state laws and regulations, Minnesota school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

Perform other duties and responsibilities within the scope of employment as assigned by Administration or the designated supervisor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job; sometimes over 50 pounds.
2. Sit, stand and walk for required periods of time.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

4. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee

to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT:

Hours as assigned by the principal. Pay rates and benefits as determined by the Human Resources Department, School Board, and Principal. In accordance with applicable law, Beacon Academy provides reasonable accommodation to known physical or mental limitations of an otherwise qualified employee with a disability to allow him/her to perform the essential functions of the job. If accommodation is needed, please contact our HR department in the main office. Beacon Academy is an at-will employer. This job description is a guideline and does not constitute a written or implied employment or other contract.

This job description is a guideline and is not intended to be all-inclusive. Management reserves the right to change this job description, job duties, hours and other terms and conditions of employment.