

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



**POSITION:**                   **GROUNDSKEEPER/MAINTENANCE POSITION**

**COMMENCING:**           Immediately

**SALARY:**                   \$20.00 per hour with benefits as per Negotiated Contract.

**DUTIES:**                   See Attached Job Description

**Application Deadline: When position is filled.**

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to the Superintendent*  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Thomas F. Shaffer, Superintendent of Schools.

**Attachment: Job Description**  
**Posted: March 2, 2018**

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA**

**TITLE:** GROUNDKEEPER/MAINTENANCE

**REPORTS TO:** *Building & Grounds Supervisor*

**JOB GOALS:** *To provide a clean, attractive, safe and natural environment to support the Learning Process. Maintenance is responsible for services beyond the scope of a custodian. Included are routing and emergency repairs, scheduled preventative maintenance, minor and major renovations and updating facilities.*

**JOB HOURS:** *Tuesday – Saturday 7AM to 3:30PM (Hours may vary on Saturday depending on school functions)*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Other duties may be assigned)*

1. *Maintains and cares for school grounds.*
2. *Removes snow from sidewalks and driveways, and spreads sand, salt or ashes to prevent slipping.*
3. *Operates district owned vehicles and equipment utilized in completing duties.*
4. *Adjusts, repairs, and maintains such equipment used in the performance of duties.*
5. *Available to respond to after-hour emergencies.*
6. *Completes work forms and related reports.*
7. *Performs routine maintenance to school buildings and grounds using a wide spectrum of building trades, mechanical and electrical skills.*
8. *Performs all phases of groundwork including care of turf, scrubs and trees, fencing, paving and curbing.*
9. *Operates district owned vehicles and powered equipment utilized in completing duties.*
10. *Completes assignments involving materials handling and transfers.*
11. *Completes assignments according to instructions and directions.*
12. *Completes other assignments as required.*

**SUPERVISORY RESPONSIBILITIES:**

*None*

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, and individual must be able to perform each essential duty 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 degree (GED)*

◆ **LANGUAGE SKILLS:**  
*Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.*

◆ **MATHEMATICAL SKILLS:**

*Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations, using units of American money and weight measurement, volume and distance. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.*

◆ **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, diagram, or schedule form.*

◆ **OTHER SKILLS AND ABILITIES:**

*Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.*

◆ **LICENSE:**

*Must have a valid PA driver's license with an excellent driving record.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ *While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.*
- ❖ *The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. Such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*
- ❖ *The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as piping and pumps. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ *While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and will sometimes work in temperatures below 32 ° and above 100 °. The noise level in the work environment is usually quiet and occasionally will work in a loud area. Frequently the employee will work alone and occasionally will work irregular or extended hours.*

*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.*