



## SCHOOL SERVICE WORKER

Job Code: 400ABE

Bargaining Unit: 07

Effective Date: 6/21/2005

### Description of Work

#### General Statement of Duties

Performs manual labor to support the construction, maintenance, repair and cleaning of buildings, grounds and structures; drives, operates and cares for vehicles and other equipment; and performs related duties as assigned.

#### Supervision Received

Works under the general technical supervision of a crew leader or building trades worker or the administrative supervision of a labor or unit supervisor.

#### Supervision Exercised

None.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Inspects and maintains grounds and buildings; keeps them clean, orderly and safe; makes minor repairs and reports abnormalities.

Prepares ground and asphalt surfaces; sets and removes forms for sidewalks, asphalt paving and concrete construction; applies asphalt and other related materials.

Uses hand tools in pruning, sweeping, mixing and shoveling.

Drives trucks to haul materials, supplies, trailers or equipment; plows snow; applies sand or salt with an attachment.

Drives vans, pickups, dump trucks and other vehicles; loads and unloads furniture, materials and equipment; operates the unloading mechanism of a truck; flags traffic.

Operates lawn sweepers, lawn mowers, snow blowers, tractors under 50 horse-power, etc.

Shovels snow, ice and dirt; applies sand, salt, asphalt, concrete, gravel, etc.

Operates pertinent small engine equipment such as push mowers, weed whips, chain saws, jackhammers, generators and other similar equipment. Lays sod, seeds, fertilizes, aerates, applies pesticides; waters; mows; cultivates landscape material; maintains athletic fields and facilities.

Cleans and maintains recreational hard surface areas.

Installs, removes or repairs permanent and temporary fences, barriers, signs or other structures.

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### **Revised Class Specification Draft**

#### **Typical Duties Performed (continued)**

Carries materials and equipment up ladders or scaffolding and to and from work sites; sets up and dismantles equipment, material or other related items; keeps work area clean; moves large or heavy equipment, materials and supplies.

Reads labels of chemicals and determines application rates and correct use.

Makes deliveries of equipment and supplies to district facilities. Keeps written records of chemical applications and daily job duties.

Attends work-related training as assigned.

#### **Knowledge, Skills and Abilities**

Working knowledge of tools, equipment, and materials used in grounds maintenance.

Working knowledge of the proper and safe methods and techniques of maintaining district facilities.

Considerable skill in the safe operation of vehicles, equipment, and hand and power tools.

Considerable ability to understand and follow written and oral instructions; read, write and understand product label information.

Working ability to interpret landscape drawings.

Working ability to work in unfavorable weather conditions and/or for extended periods of time and to perform heavy lifting.

Working ability to identify varieties of trees and shrubs.

#### **Minimum Qualifications**

High school diploma or G.E.D. certificate and one of the following: six months of experience in outdoor landscape maintenance work, one year of experience working as a building laborer, completion of six months of training in a vocational program in landscape maintenance or equivalent training and experience. Must possess a valid Commercial Driver's License (CDL) with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking-related offenses excluded) with no restrictions for airbrakes. Please note that a candidate's driving record will be reviewed prior to an offer of employment. May be required to obtain a Minnesota pesticide applicator license within the six-month probationary period.