

**Job Title:** Maintenance Grounds Assistant

**Wage/Hour Status:** Hourly

**Reports to:** Regional Supervisor

**Pay Grade:** 401

**Dept/School:** Maintenance, Building and Grounds

**Date Revised:** April 30, 2019

**Primary Purpose**

Perform maintenance and restoration of campus grounds and facilities by providing assistance to various district departments.

**Qualifications**

**Education/Certification**

High school diploma or GED  
Valid Texas Driver's License

**Special Knowledge/Skills**

- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently

**Experience**

None

**Major Responsibilities and Duties**

1. Load or unload trucks, and move materials by hand or hand truck.
2. Clean school grounds.
3. Open or close crates of materials.
4. Maintain landscape areas such as pruning, removing weeds, and edging grass areas.
5. Sort and stack lumber or building materials
6. Handle materials for other workmen, digs ditches, and push wheelbarrow loaded with concrete, sand, dirt or similar materials.
7. Follow established safety procedures and techniques to perform job duties; correct unsafe conditions in the area and report conditions that are not correctable to the supervisor immediately.
8. Maintain tools and equipment and perform preventive maintenance as required.

**Supervisory Responsibilities**

None

**Equipment Used**

Power tools (drill, saw, etc.), hand tools, wheelbarrow, hand truck, light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work indoor and outdoor. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work around moving objects and vehicles. Must be able to lift 45 pounds and over. Frequent districtwide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

Flexible work schedule may include Saturday and Sunday as regular work days.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.