



District OR-1 Director of Maintenance and Grounds Updated March 2024



Position Title: Director of Maintenance and Grounds

Position Type: Classified Salary

Date Posted: March 12, 2024

Location: District OR-1 (Palmyra- Bennet) Public Schools

Position Rationale:

- Due to facility expansion, District OR-1 Public Schools has an opening for the position of District Head of Maintenance/Custodial. This is a full-time classified staff salaried position. This position will remain open until filled. Please complete and print the “Classified Application for Employment” at www.districtor1.org to apply.

How to Apply?

- Applications are also available in the central office at Palmyra High School
- Please email Mr. Michael Hart (Superintendent) or Mrs. Cassie Wemhoff (HR Specialist) at hart.mic@districtor1.net or wemhoff.cas@districtor1.net with any additional questions.
- The phone number to contact is (402) 780-5327.

Salary and Benefits Information:

- Competitive Salary and Benefits
- Paid Health Insurance
- Paid Holidays
- Paid Vacation
- Nebraska Public Employees Retirement Benefits

Job Description:

- The following list is intended to be a general description of the employee’s job duties and responsibilities. However, it is not an exhaustive list, and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors.
- Essential duties for this position include, but are not limited to:
 - Regular, dependable, in-person and on site attendance is an essential function of this position.
 - Train, supervise, and evaluate custodial staff.
 - Work with the superintendent, principals, and custodial staff to develop daily cleaning schedules and summer project lists.
 - Cooperate with custodial staff to make needed repairs and preparations of the building and grounds as directed by the superintendent.



District OR-1 Director of Maintenance and Grounds Updated March 2024



- Cooperate with custodial staff to set up and clean up the building and grounds for events hosted at the school.
- Keep the interior and exterior of all district buildings, facilities, and adjacent areas clean and orderly.
- Contact service companies for preventive maintenance and repairs when needed.
- Winterize outdoor water sources and systems.
- Maintain all equipment for which the employee is responsible in proper working order.
- Maintain a proper inventory of equipment, supplies, and other necessary items required to perform assigned duties.
- Monitor sprinkler, fire alarm, and building temperature systems as needed.
- Order custodial supplies annually as directed by the superintendent.
- Repair equipment, furniture, and other items in the buildings and facilities to which the employee is assigned.
- Report all security problems, safety problems, and damages encountered.
- Safely operate vehicles and powered equipment, including mowers, skid steer, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow and edge green space using power mowers or edgers.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Remove snow from walks, driveways, or parking lots and spread salt in those areas.
- Use hand tools, such as shovels, rakes, pruning shears, saws, hedge or brush trimmers, or axes.
- Prune or trim trees, shrubs, or hedges using shears, pruners, or chainsaws.
- Use hand or power tools to maintain or repair equipment, or structures, such as buildings, fences, or benches.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, landscaping, or other grounds features.
- Prepare and maintain the gym floor and Olson Complex fields for athletic competitions.
- Interact positively with staff, students, and community patrons.
- Provide “on-call” assistance for emergencies as needed.
- Ability to multi-task and prioritize daily tasks and future projects.
- Other duties and tasks assigned by the superintendent of schools.



District OR-1 Director of Maintenance and Grounds Updated March 2024



Physical Requirements: Sedentary Light Medium Heavy Very Heavy

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67%+
A. Standing				X
B. Walking			X	
C. Sitting		X		
D. Bending/Stooping			X	
E. Reaching/Pushing			X	
F. Climbing			X	
G. Stooping/Kneeling/Crouching/Crawling			X	
H. Reaching/Handling			X	
I. Speaking/Hearing		X		
J. Seeing/Depth Perception/Color		X		
K. Equipment Maintenance (Materials)			X	
L. Driving		X		
M. Lifting 30 pounds max. 30 pounds or more			X X	
N. Carrying 30 pounds max 30 pounds or more			X X	
O. Manual Dexterity Tasks				X

Other Requirements:

- Proficient in the use of:
 - Skid Steer
 - Bobcats and small tractors
 - Zero-Turn Riding Lawn Mower
 - Ability to read and write in English level sufficient to understand and follow product instructions.
 - Basic computer knowledge (email, word processing)

Working Conditions:

- A. Inside Outside **Both**
- B. Climatic environment: **Inside facilities are climate-controlled.**



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It is the policy of District OR-1 Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with District OR-1 Public Schools are asked to make their request to the Superintendent.

I have carefully reviewed this job description and affirm the following (please initial):

_____ To the best of my knowledge, **I CAN** fulfill all the requirements, responsibilities, and training aspects set out in this document.

_____ To the best of my knowledge, **I CANNOT** fulfill all the requirements, responsibilities, and training aspects set out in this document.

Use this space for any comments:

Employee (Print)

Employee Signature