



<i>Title:</i>	Maintenance/Grounds Assistant
<i>Reports to:</i>	Assistant Director of Buildings and Grounds
<i>Status/Hours:</i>	Full time, 40 hours per week. Normal business hours are M-F, 7:00 a.m. to 3:30 p.m. Additional hours may be required, and schedule may vary outside traditional work hours (early mornings, evenings, weekends, etc.) according to department and Salisbury School needs.
<i>Job Classification:</i>	Non-exempt staff
<i>Date:</i>	September 2022

Position Summary:

Individual will assist one or more skilled trades by performing specific or general duties of a semi-skilled or unskilled nature. May perform semi-skilled or unskilled work independent of tradesmen where direct supervision is not required.

Essential Functions:

- General duties including grounds maintenance, including snow removal from roads and walkways, mowing, raking, trimming, planting, maintaining athletic fields.
- Assist trades staff including, electrician, carpenter, painter, plumber and mechanic as needed, supplying and/or holding materials and tools. May work independently as appropriate.
- Move and/or transport materials and supplies to and from all areas on campus.
- Provide preparation and set-up for special events including table & chair arrangements, and periodic orderliness check of spaces and events.
- Install and repair all aspects of door hardware, including hinges, locks, closers, exit devices, stops, etc.
- Hang pictures, bulletin boards, plaques, etc.
- Other duties as assigned.

Qualifications:

- High school diploma or GED, trade school or relevant experience preferred.
- Experience in performing grounds maintenance, along with an understanding of the function and use of the equipment, resources, and terminology relevant to the position.
- Basic experience working in the trades, such as plumbing, carpentry, mechanics and electrical, performing semi-skilled or un-skilled tasks.
- Ability to perform manual tasks requiring moderate physical strength.
- Ability to operate safely and perform simple maintenance on powered and non-powered equipment.
- Ability to follow simple oral and written instructions, in English.
- Possess basic mechanical aptitude.
- Valid driver's license

- Must be willing to work a flexible schedule as needed to keep School buildings safe and clear of snow, and to adjust hours during any special emergency situation.

Physical Requirements:

- Must have the ability to assist if needed in all areas of facilities operations.
- Moderate to heavy physical effort may be required, including helping on job sites.
- Must be able to occasionally lift up to 100 lbs. and frequently lift up to 50 lbs.
- Ability to crawl, climb ladders, twist, turn, and reach in completing job duties.
- Ability to work outside in hot or cold conditions for extended periods of time.
- Ability to operate vehicles and various machines/equipment
- Must have visual acuity within normal parameters
- Ability to perceive sounds at normal speaking levels with or without correction.
- Ability to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time. Ability to spend extended periods of time in a non-environmentally controlled environment and/or outdoor elements.

Additional Requirements:

- Successful completion of post-offer, pre-employment background checks
- All employees must be fully vaccinated for COVID-19 unless a medical exemption is on file.
- Work is performed on a tobacco/cannabis smoke and vape free environment.

Additional Information:

The essential functions and basic skills have been included. It is not intended or construed as an exclusive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by leadership as deemed appropriate.

Interested candidates should contact:

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