



Buildings and Grounds Assistant

Buildings and Grounds Staff report to the Buildings and Grounds Manager. This is a full-time, 12-month, hourly, non-exempt position.

Responsibilities include the following:

- Respond and tend to facility requests and repair needs from employees as directed by the B&G Manager
- Engage in general maintenance duties:
 - Plumbing fixture repair and replacement
 - Electrical lighting and wiring installation
 - Carpentry including classroom furniture
 - Door and hardware repairs and installation
 - Carpet and vinyl tile repairs
 - Painting and interior finishes
 - HVAC troubleshooting and maintenance
- Visually inspect building and grounds daily
- Clean and sanitize common spaces as per COVID-19 requirements
- Tend to water coolers as needed
- Log lower school and middle well water usage
- Tend to immediate facility needs when contracted support is not immediately available (e.g. midday show shovelling, cleanup, janitorial, waste removal, etc.)
- Transport or assist in transport items to/from offsite storage
- Record, distribute and handle returns of building keys from employees
- Oversee school signage and name plates with vendor and placement
- Perform high cleaning (vacuum and dust areas with higher ceilings using ladders and/or scaffold)
- Collect and deliver paper and cardboard recycling
- Provide parking assistant during larger special events
- Set up and strike lunch tables as needed
- Set up and strike Summer Camp
- Engage in ground maintenance duties:
 - Weeding and mulching flower beds
 - Sod repair
 - Tree and bush trimming
 - Inspection and repair of outdoor play structures
 - Raking and fluffing of Fibar (wood chips/mulch) in fall zones of play structures and swing sets
 - Inspection and repair of outdoor sprinkler systems
- Set up and strike tables, chairs, band shells for school events in the Arts and Innovation Center (AIC), including the following:
 - Band, orchestra and lower school music concerts
 - Musicals



Emerson

S C H O O L

- Plays
- Grandfriends Day
- Guest speaker talks
- Graduation
- Awards Ceremony
- Banquets
- Set up AIC projector screens and microphones as requested
- Utilize ETC light console and GLD 80 sound board in AIC

Work conditions and requirements:

- On-call availability (evenings, weekends, holidays, all scheduled school breaks)
- Ability to problem solve and follow through to completion
- Ability to physically operate equipment
- Ability to lift equipment (up to 50 lbs.)
- Ability to work from ladders and elevated scaffolding platforms up to a height of 20 feet

Inquiries for this position may be directed to David Moon, Interim Buildings and Grounds Manager, at dmoon@emerson-school.org.