



Prairie School Buildings & Grounds Assistant

Job Description

SUMMARY:

In collaboration with the Maintenance Director and within the framework of district policy, the Buildings & Grounds Assistant may provide oversight for projects involving new and remodeled buildings, building systems and all site and facility amenities. The Assistant will ensure compliance with District policies and all applicable codes related to facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all department activities (Buildings, Trades and HVAC) to ensure a safe, healthy learning environment in support of the district's mission goals and priorities.
- Assist the Maintenance Director in estimating and scheduling all preventative and planned maintenance work to ensure efficient use of resources in accordance with board policy and federal, state law and regulations.
- Assist in the planning activities, and assessment of facility needs for immediate, short term and long term implementation at all facilities.
- Helps coordinate the hiring process for temporary and full-time employees following district procedures. Assures evaluation of custodial and environmental personnel.
- Works with building principal and superintendent to resolve any custodial or environmental issues that are vital to the instructional program. Keeps administration informed as needed on the scheduling and completion of all custodial or environmental work at all facilities.
- Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
- Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One of the following criteria preferred:
 - A minimum of 5 years experience in: building, plumbing, electrical, or mechanical trades. Experience in K-12 facility maintenance preferred but not required.
 - Associate's or Bachelor's degree in facilities management, construction management, engineering, or related field. Experience in K-12 facility maintenance preferred but not required.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Very strong organizational, planning and time-management skills.
- Progressively responsible management and leadership experience.
- Ability to work as a team leader and to foster a cooperative work environment.
- Excellent verbal and written communications skills with a strong customer service orientation.



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Job Description (con't)

- Critical thinking and problem-solving skills.
- Knowledge of and ability to interpret International Building Codes, life safety codes, ADA regulations, construction documents, State, City and local statutes and regulations.
- Ability to develop budgets and perform detailed analysis of budgets.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to carry a cell phone, be on call and/or respond to calls 24/7.
- Ability to understand building systems and construction drawings.
- Requires a valid Colorado driver's license.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Maintenance Director

COMPENSATION:

Based on experience and technical background, compensation ranges from \$23.25-\$24.50/hour. Position is based on 243 working days for the 2024-2025 fiscal year. Complete benefits package including health insurance provided.

POSITION OPEN UNTIL JULY 31, 2024.

Applications may be accessed at Prairie School District's website:

<https://www.prairieschool.org/page/job-openings>

For any questions, please contact LHickey@PrairieSchool.org or (970)437-5351 x 102.

Send completed applications & resumes to LHickey@PrairieSchool.org or

Prairie School District RE-11J

Attn: Lana Hickey

42315 County Road 133

New Raymer, CO 80742

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prairie School District RE-11J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.