



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Athletic Grounds and Utility Maintenance**

**Job Description:**

Serves as an assistant to the Director of Maintenance responsible for maintenance and upkeep of athletic grounds and other utility maintenance as required.

**Qualifications:**

- Prefer that worker hold and maintain a valid Indiana driver's license.
- Have integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English including reading, speaking and writing.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
- Provide evidence that a recent criminal record history check has been conducted.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities.

**Responsibilities:**

1. Mows lawn with furnished equipment as recommended and assigned
2. Inspects flowers, shrubs and trees for evidence of insects, fungi and other pests and sprays or dusts chemicals on infected areas
3. Adjusts and repairs such equipment as lawnmowers, sprinklers and hedge shears
4. Removes snow and ice from sidewalks, parking lots, and driveways using appropriate methods
5. Collects and disposes of leaves and refuse from grounds
6. Repairs and installs outdoor bleachers, benches, playground equipment, fences, etc.
7. Works on assigned repair and maintenance jobs during inclement weather
8. Operates equipment, i.e. tractors, snowplows, mowers and trucks as required in the performance of duties
9. Moves furniture and equipment as assigned

10. Will assist and cover building staff as needed. Reports to Director of Maintenance and Administrative Assistant at Central Office.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*