

POSITION	BUILDINGS AND GROUNDS LABORER
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Level O
SUPERVISORY CONTROL	Buildings and Grounds Manager or Buildings and Grounds Assistant
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES	
Assist the Buildings and Grounds Manager or Assistant with work orders and projects (as needed) at all SUMCD sites.	

QUALIFICATIONS

<p>EDUCATION & EXPERIENCE: Required: High school diploma or GED and a valid PA driver's license</p> <p>Preferred: At least two years experience in construction trades</p>	<p>KNOWLEDGE & SKILLS Required:</p> <ul style="list-style-type: none"> • General knowledge of carpentry, electrical, and re-pair/maintenance procedures • Demonstrated ability to organize work, set priorities, and work independently • Flexibility, especially in work hours • Ability to communicate effectively
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Work with Buildings and Grounds Manager and Assistants to prepare, coordinate, and carry out site repairs, construction and maintenance (both interior and exterior), performing all basic carpentry, electrical, and maintenance tasks.
2. Mow grass when seasonably appropriate.
3. Maintain and use tools.
4. Purchase/rent necessary supplies and equipment within prescribed budget limitations, as defined by supervisor.
5. Manage all necessary paperwork, including tracking work orders, receipts, and invoices.
6. Follow weekly work schedule and complete work assignments, keeping supervisor informed of any necessary schedule changes.
7. Be available and able to unload truck deliveries at sites.
8. Must be flexible with scheduling and work hours, and be available for occasional Saturday and/or evening work.
9. Perform other specific assignments as required or requested by supervisor.

PHYSICAL FUNCTIONS

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibrations. The noise level in the work environment and job sites can be loud. While performing the duties of the job, the employee is regularly required to sit, talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. The employee is required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date