

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Maintenance & Operations Laborer**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 12 month position, 8 hours per day.

**JOB GOAL:** Under the general direction of the Supervisor of Maintenance and Operations, performs general labor, maintenance work, and other work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs general manual labor as requested.
2. Performs general landscaping maintenance and repairs.
3. Collects, distributes and delivers district mail and supplies as needed.
4. Drives a school bus when requested.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Knowledge of manual labor procedures.
2. Knowledge of landscaping procedures.
3. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
4. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
5. Recognizes and reports hazards, and conforms to safety standards as prescribed.
6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
7. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Satisfactory driving record to qualify for District vehicle insurance coverage

#### **Licenses and Certifications:**

1. Valid Nevada Driver License

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Ability to obtain CDL with passenger and school bus endorsements
3. Ability to travel throughout the District as needed
4. Compliance with NCSD Drug and Alcohol Testing Policy

### **WORK ENVIRONMENT:**

**Strength:** Moderate to heavy physical labor, including lifting, ability to exert force 15 to 50 lbs. frequently, and moving loads 75 lbs. or more, occasionally heavy amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with hand and power tools, as well as maintenance/ landscaping equipment. Requires stamina to perform manual labor in extreme weather conditions.

**Vision:** Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels frequently with occasional to frequent high intensity levels.

**Hazards:** Furniture, playground/office equipment, communicable diseases, district vehicle, possible heavy lifting, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

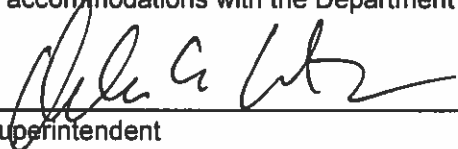
**Working Conditions:** Equipment and tools as necessary to carry out functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

6/15/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_