

**SCHOLARS NC.**  
**Building and Grounds Maintenance Worker**  
**Job Description**

The purpose of the Buildings and Grounds Maintenance Worker is to maintain the buildings and grounds of each Thrive housing location in top condition to ensure full and productive use of each facility. To accomplish these tasks, the Buildings and Grounds Maintenance Worker must work closely with the supervisor, staff, and administration of Thrive.

Responsible to: Buildings and Grounds Supervisor and Executive Director

Payment Rate: Based on knowledge, experience, and skills

**Qualifications:**

1. High School diploma or equivalent.
2. Experience in building and grounds operations.
3. Desire to expand and improve skills.
4. Familiarity with computers and software relating to maintenance and inventory.
5. Ability to read chemical labels.
6. Ability to read Material Safety Data sheets (MSDS).
7. Ability to initiate and complete work orders.
8. Have a valid driver's license, be able to drive, and have personal automobile insurance (documentation required).

**Essential Functions:**

1. Maintain buildings and grounds in top condition to ensure full and productive use.
2. Ensure that all activities conform to Thrive guidelines.
3. Communicate effectively with the supervisor, RA, and residents at facilities.

4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Support Thrive philosophy, vision, and values.

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### **General Responsibilities:**

1. Assist in maintaining buildings and grounds in top condition.
2. Assist in promoting the safety, health, and comfort of residents and employees in buildings and grounds.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
4. Perform preventive maintenance, repair, and installation in connection with:
  - a. electrical, plumbing, and HVAC systems;
  - b. exterior and interior of buildings;
  - c. school grounds.
5. Move equipment and materials within and among buildings/locations.
6. Work overtime when emergencies arise in order to prevent disruption of the Thrive services.
7. Act as a substitute custodian when necessary.
8. Observe Thrive policies at all times.
9. Keep abreast of new information, innovative ideas, and techniques.
10. Adhere to all Thrive health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by the Buildings and Grounds Supervisor or Administrative staff.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.

5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

**Benefits:**

- Full fringe benefit package
- 7 Vacation days (first year)
- 5 Personal/Sick Days leave per year
- 2 Days Bereavement leave (immediate family)
- One (1) other bereavement days may be taken and deducted from sick leave.

The Buildings and Grounds Maintenance Worker reports to and is supervised by the Buildings and Grounds Supervisor. If the supervisor position is vacant, he/she reports directly to the Executive Director

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