

Job Summary

The Elementary Building Plant Operator maintains elementary school buildings, grounds, and equipment for the Anchorage School District. The BPO cleans and makes minor repairs to the building, equipment, and grounds, and monitors supplies. The position has a retirement association with the Public Employees' Retirement System (PERS) and is represented by the Local 71 bargaining unit.

Job Requirements

The following are required:

1. A high school diploma or equivalent.
2. One year of custodial experience.
3. Knowledge of a J-3 custodial position, to include methods and materials used in custodial work.
4. Ability to perform heavy work such as extensive stooping and crouching, sustained standing, pushing and pulling and frequent lifting of over 25 pounds.
5. Ability to make substantial movement of wrists, hands, and fingers required.
6. Successful completion of written test administered by Human Resources on file.
7. Ability to read and interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.

The following are preferred:

1. One year of semi-skilled maintenance experience.
2. Ability to use custodial equipment safely and effectively.
3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. Ability to keep written records and originate written reports.

Essential Job Functions

1. Opens school plant in the morning and checks for vandalism.
2. Checks heating and electrical equipment and facilities.
3. Surveys buildings and grounds for hazards. Reports any findings to supervisor.
4. Makes minor repairs to custodial equipment, classroom furniture, etc.
5. Cleans outside of building, such as sidewalks, by sweeping and/or removing snow. Sands and/or chips ice on steps and walkways, keeping all entrances and exits free of any snow and ice. Clears a path to dumpster for safe trash removal.
6. Keeps school grounds in a safe and sanitary condition by removing paper, cans, and trash from the school grounds on a daily basis.
7. Maintains playground equipment in safe condition including areas around swings, climbing apparatus, and other playground equipment.
8. Reports when repairs are necessary.
9. Arranges cafeteria, multi-purpose rooms, and other rooms for meetings and special events.
10. Replaces light bulbs.
11. Raises and lowers flag each day school is in session.
12. Locks and secures building as required.
13. Cleans up all spills during shift.
14. Sweeps halls and entryways daily.
15. Regularly checks restrooms during shift for cleanliness and replenishes supplies as needed.
16. Assists teachers as requested.
17. Cleans assigned area on a daily basis.
18. Receives, accounts for, and stores school and custodial supplies and equipment when delivered.
19. Cleans stopped/clogged plumbing fixtures, or reports problems when necessary.
20. Waters and maintains lawns and shrubs immediately surrounding the school.

21. Washes exterior windows.

Physical/Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check.

It is a condition of employment that the selected applicant become a member of Local 71, or pay a professional service fee.

This position may be required to work in ASD facilities on the military installations (JBER). Please visit www.dhs.gov/real-id-enforcement-brief for additional information.