



**MARYVILLE CHRISTIAN SCHOOL**  
**Job Description**

**Job Title: Grounds and Maintenance**

**THE SCHOOL**

Maryville Christian School (MCS) is a Christian, interdenominational, private school set in the foothills of Maryville, Tennessee. MCS has been serving Christian families in Blount County and surrounding areas since 1994 and currently enrolls 375+ students in preschool through 12th grade.

**THE ROLE**

Under the general supervision of the Head of School and under the direct supervision of the Maintenance Director, this position will perform activities related to the maintenance of the grounds, athletic fields, and facilities of MCS.

**MINIMUM HIRING SPECIFICATIONS**

1. Must be a committed Christian who adheres to the Statement of Faith and the Biblical Lifestyle Statement of MCS.
2. Contributes to the team effort of the faculty and staff to best meet the spiritual, social, physical, and academic needs of the overall student body.
  - a. Incorporates biblical principles throughout the daily routine.
  - b. Prays regularly for each student and the school.
  - c. Honors Christ in every activity.
  - d. Communicates the needs of the students and concerns to the administration.
  - e. Maintains a strict level of confidentiality of information about students and staff.
3. Associate degree or equivalent experience and 3-5 years' experience in grounds and/or landscape maintenance.
4. Organizational Skills: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Develops systems to minimize effort with any recurring tasks. Estimates expected time of completion of elements of work and establishes a personal schedule

accordingly. Attends meetings, planning sessions, and discussions. Implements work activity in accordance with priorities and estimated schedules.

5. Relationships: Maintains a professional attitude. Works under the authority of others with a teachable spirit. Contributes to continuing high morale among all MCS faculty, staff, and students. Develops and maintains cooperative and courteous relationships with faculty, staff, students, administrators, parents, and the general public so as to maintain goodwill toward the school and projects a Christian image.

## **OUTSIDE MAINTENANCE**

1. Mowing, trimming, edging, hedging, planting, landscaping, and other activities related to general grounds maintenance.
2. Maintain all machinery related to maintenance, including preventative maintenance such as oil changes, replacing belts, and changing mower blades.
3. Maintain gravel parking lots, including, striping, filling potholes, and weed management.
4. Ensure playground equipment is safe for student use.

## **ATHLETIC FIELDS MAINTENANCE**

1. Upkeep of all athletic fields based on schedule from the Maintenance Supervisor and the Athletic Director.
2. Performs or oversees mowing of fields as needed.
3. Stripes and lays out fields throughout each season.
4. Assists in the implementation of yearly maintenance schedule of preventative work on all fields (fertilization, aeration, weeding, overseeding).
5. Help maintain irrigation systems.

## **INSIDE MAINTENANCE**

1. Respond to work orders and complete repairs as requested by the Maintenance Supervisor.
2. Perform custodial tasks as needed.