

**SUMMERS COUNTY SCHOOLS
116 MAIN STREET
HINTON WV 25951
(Please Post)**

TO: All Interested Persons
FROM: Adam Coon, Director of Personnel
SUBJECT: Notice of Service Personnel Vacancy
DATE: July 07, 2021

The Summers County Board of Education has a vacancy for an **Itinerant Groundsman** for the 2021-2022 school term and is now accepting applications for this position:

POSITION: Itinerant Groundsman

QUALIFICATIONS:

High School Graduate or equivalent
Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4
Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.
Pass competency test pursuant to WV Code 18A-4-8e

SALARY: State Scale

TERM: 2021-2022 School Term (240 days)

DATE TO ASSUME DUTY: August, 02, 2021

APPLICATION PROCEDURE: Must submit application no later than 3:00 p.m. on July 13, 2021 to:

Adam Coon, Director of Personnel
Summers County Schools
116 Main Street
Hinton WV 25951 466-6000
arcoon@k12.wv.us

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Dept. of Education's Director of the Office for Civil Rights, (215) 596-6795.

PERFORMANCE RESPONSIBILITIES:

1. Maintain physical appearance and cleanliness of interior and exterior of school grounds.
2. Perform routine cleaning and maintenance duties as assigned.
3. Remove snow and ice as assigned.
4. Make Minor repairs to facilities and equipment.
5. Report deficiencies in cleanliness and safety of school facilities.
6. Maintain inventory and request necessary supplies as assigned.
7. Operate machinery necessary to maintain the appearance to school grounds.

8. Maintain positive work habits.
9. Perform duties efficiently and productively.
10. Maintain and/or upgrade skills.
11. Performs any and all other job related duties as assigned by the Custodian IV, Assistant Principal, Principal, Director of Facilities and/or Superintendent

Supervised by: Director of Facilities