GO OUTLAWS!

COME BE AN OUTLAW and Work for the Enterprise School District!

School Groundskeeper & Bus Barn Coordinator: Full Time Position

- **Summer Hours- Monday - Thursday 6:00 am to 4:30 pm**
- **School Year Hours- Monday - Friday 5:30 am to 2:00 pm**

Closing Date for Applications - November 2 at 12:00 pm
Enterprise School District
Enterprise, OR

The Enterprise School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should
not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

The school district reserves the right to reject any or all applications and to not fill the position or to post it again.

GENERAL DUTIES

This position includes two primary responsibilities: overseeing operations at the bus barn and maintaining the school grounds. Additionally, the role may require performing general maintenance or cleaning tasks within buildings as needed.

The Bus Barn Coordinator position coordinates the minor maintenance, readiness, and compliance of Enterprise School District's vehicle fleet and performs upkeep on the bus barn facility. This position ensures all district vehicles are safe, clean, and operationally ready, and that the bus barn is maintained to meet safety and functional standards. This position works closely with the transportation coordinator, drivers, mechanics, and district leadership to support efficient and safe transportation services.

The School Groundskeeper is responsible for maintaining the outdoor areas of the school campus to ensure they are clean, safe, and visually appealing. This includes landscaping, basic maintenance of sports fields, weed control, snow and ice removal, and general upkeep of outdoor facilities and equipment.

JOB DESCRIPTION

Bus Barn Coordinator

- Maintain detailed bus service and inspection records, daily mileage logs, and pre-trip inspection reports.
- Coordinate with the Transportation Coordinator and mechanic to schedule bus and school vehicle service appointments and ensure timely repairs. ● Perform light-duty school vehicle mechanical tasks, including replacing seat covers, minor windshield repairs, and other non-mechanic-level fixes. ● Ensure all vehicles are fully fueled and prepared for daily routes or scheduled activities.
- Conduct thorough pre-trip inspections on all school vehicles to ensure safety and compliance with transportation standards.
- Communicate regularly with drivers to identify and address mechanical concerns.
- Wash and detail buses and school vehicles.
- Maintain cleanliness standards across the fleet to support professional presentation and comfort.
- Monitor and maintain the bus barn facility, ensuring it meets safety, cleanliness, and functional requirements.
- Maintain accurate and up-to-date documentation for each vehicle, including service history, route lists, insurance cards, and emergency contact binders. Post weekly transportation schedules and ensure route assignments and information are accessible and clear to all drivers.
- Ensure every vehicle binder includes updated insurance documentation, school contact information, and current route lists for emergency driver use. ● Monitor winter road conditions and communicate updates to the transportation coordinator and superintendent to support safe travel decisions
- Know the district's vehicle routes well enough to assist with or rescue a vehicle if needed.

School Groundskeeper

- Mow lawns, trim bushes, edge walkways, and maintain other landscaping elements.
- Plant and care for trees, shrubs, flowers, and grass areas.
- Rake leaves, remove litter, and empty outdoor trash receptacles. ● Apply herbicides to control weeds on school grounds in accordance with safety regulations. (The district will assist with getting proper licensure).
- Maintain and mark athletic fields for school sports and events.
- Clear sidewalks and entryways of snow and ice during winter months. ● Operate and maintain groundskeeping equipment such as mowers, trimmers, blowers, and tractors.
- Perform basic maintenance on irrigation systems.
- Perform basic maintenance on playground equipment.
- Assist with setting up and tearing down outdoor events or school functions.
- Identify and report any safety hazards or maintenance needs.
- Follow school policies and adhere to safety and environmental guidelines at all times.

Working Conditions:

- Frequent work around buses, vehicles, and maintenance environments. ● May involve lifting up to 50 pounds and standing for extended periods ● The majority of work is performed outdoors in various weather conditions. ● Occasional early morning, evening, or weekend work may be required for events or snow removal.

ESSENTIAL REQUIREMENTS

- High school diploma or equivalent.
- Excellent organizational and communication skills.
- Attention to detail in inspections, maintenance tracking, and documentation. ● Basic mechanical aptitude and ability to perform minor repairs. ● Proficiency in using spreadsheets or maintenance software to track records. ● Prior experience in groundskeeping, landscaping, or a related field preferred. ● Ability to operate and maintain groundskeeping equipment safely. ● Basic knowledge of lawn care, plant maintenance, and pest control. ● Physically able to perform manual labor and work in varying weather conditions. ● Ability to lift up to 50 pounds and stand, bend, and walk for extended periods. ● Must pass a background check and possess a valid driver’s license. ● Ability to work independently and with others.

SALARY

$18 - $22 per hour - Depends on Education & Experience

BENEFITS:

- Full time position
- Medical Plan
- Dental Plan
- Vision Plan
- Vacation Time
- PERS Retirement Contribution made by District

Send application and resume to:

Enterprise School District
Attention: Dan Wold
201 SE Fourth Street,
Enterprise, OR 97828

Or email: dwold@enterprise.k12.or.us