

Buildings & Grounds Maintenance Worker

FLSA Status: Non-Exempt

Last Revised: September 5, 2019

DEFINITION: Under general supervision, performs unskilled and manual laborer tasks involved in buildings, construction, maintenance, and repair including operation of equipment and machines to maintain Town buildings, vehicles and grounds; and performs related duties as required. Some duties require the employee to drive a truck or other vehicle to transport personnel and/or equipment. Work assignments will vary depending upon season and projects to which assigned.

DISTINGUISHING CHARACTERISTICS: This class is at the entry or trainee level. Employees in this classification may work as part of a crew and under immediate or relatively close supervision. This position applies skills and knowledge in the building trades to the repair and maintenance of buildings, operating systems, and equipment. A person at this level may work independently in a variety of building and grounds maintenance tasks.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Maintains Town buildings by repairing, replacing, installing, and maintaining components of plumbing, electrical, mechanical, and structural components of buildings; installing and replacing window glass; repairing and replacing roofing materials; building forms for cement work; pouring and finishing cement; installing and repairing drywall plastering; painting; welds, cuts, and fabricates materials.
2. Maintains heat and air conditioning systems; changes filters and pads; lubricates and cleans components; starts and secures systems for changes in season.
3. Installs and maintains fences and gates.
4. Operates motorized equipment to include graders, backhoes, snowplows, water trucks, street sweepers, dump trucks, post diggers, and related equipment.
5. Performs various lawn maintenance or grounds keeping tasks, including mowing, raking, removing debris, weeding, fertilizing, trims and/or removes trees, and leaf and snow removal, and snow plowing to road and parking lot surfaces; prepares and maintains all town lawns and grounds such as playing fields, parks, and ponds but not limited to these areas.

6. Moves furniture, records, and office fixtures; installs curtains, blinds, dispensers, and other office fixtures; repairs doors and locks; repairs and changes lighting fixtures.
7. As needed, assists in the maintenance and repair of Town's water and wastewater systems to include water main breaks, waste system spills and cleaning, sampling and monitoring of water system for chlorine content.
8. Keeps records of work completed, equipment and supplies used, hours worked; reviews and follows instructions for safe use of all materials and equipment used.
9. Helps pour and finish concrete work such as sidewalks, curbs, and other surfaces. These duties include proper preparation of job sites, including digging, raking, staking, and gravel spreading.
10. Maintains and/or repairs road and parking lots to include but not limited to pothole filling or repairing all town asphalt surfaces.
11. Checks conditions of signs, posts, and related hardware and makes necessary repairs to or refurbishes signs including preparing surfaces, painting, lettering, and symbols.
12. As needed installs and/or maintains signs, seasonal decorations, and other fixtures.
13. Maintains public facilities; cleans bathrooms, replenishes bathroom supplies, and empties trash.
14. Maintains and/or assists in the servicing of sanitary huts including but not limited to cleaning out, replenishing bathroom supplies such as toilet paper and toilet bowl solution.
15. Removes refuse and debris from public grounds and facilities.
16. Drives a truck or other vehicle to transport workers, tools, and equipment to the job site.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Appropriate use and maintenance of hand and power tools, and other equipment common to basic laborer tasks;
- Basic laborer tasks such as use of shovel, rake; construction of basic cement forms, etc.;
- Basic lawn, field, and/or tree and plant maintenance techniques;
- Basic cleaning and refuse removal procedures;
- Standard streets, grounds, and facilities maintenance and repair procedures;
- Basic principles, practices, methods, and materials used in maintenance and operation of water and wastewater systems; and

- Occupational hazards and safety practices related to the application of pesticides and fertilizers.

Skill to:

- Install signs, decorations, and other fixtures;
- Drive trucks and other vehicles;
- Operate various hand and basic power tools for use in semi-skilled and skilled crafts; vehicle and equipment repair and maintenance; and
- Use and/or operate pickups, passenger vans, motorized equipment to include but not limited to graders, backhoes, snowplows, water trucks, street sweepers, dump or flatbed trucks, post diggers, aerial platform equipment, and related equipment.

Ability to:

- Work effectively under the pressure of deadlines and emergencies;
- Use the tools and materials of the building crafts and trades;
- Use grounds maintenance equipment and perform grounds maintenance tasks;
- Recognize the need to repair or refurbish signs and other fixtures;
- Understand and follow directions;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with employees, supervisors, vendors, and the public; and
- Operate equipment in a safe and efficient manner.

Required Certifications and Licenses:

Must possess and maintain a valid driver license to cover operation of public works vehicles. Possession of, or ability to obtain/renew and maintain a valid Class B driver license and any required endorsements to operate public work vehicles, and to transport equipment and supplies to work sites throughout the town. Possession of, or ability to obtain/renew Licensed Government Pesticide Applicator Certification. Possession of, or ability to obtain/renew Pool Operator Certificate. Possession of, or ability to obtain/renew and maintain a Grade I Wastewater Treatment Plant Certificate and Grade II Water Distribution Certificate, both issued by the State of Nevada.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Possession of a high school diploma or equivalent. Incumbents must be able to read and write, make basic measurements, and effectively follow written and oral instructions.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and coordination to operate vehicles and equipment for long periods of time; walk on uneven and slippery surfaces; perform repetitive and jarring motions which include use of controls with hands and feet and use of heavy hand and power tools; climb up and down steps and ladders; reach to perform work such as hammering, adjusting, and making repairs to buildings and equipment; strength to lift and carry materials, tools, and equipment weighing in excess of 50 pounds with proper equipment/assistance; visual acuity sufficient to operate tools and equipment in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to use tools, maneuver equipment, and determine position of parts; hearing capability to distinguish changes in operation of motors and other equipment; performs manual tasks associated with cleaning or unclogging sewers and/or storm drains. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, wind, and dust. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Incumbents frequently work near moving mechanical parts and are exposed to working near or around loud engine noises. Frequent exposure to petroleum product vapors as well as skin contact with petroleum products. Occasional work in confined areas. Work

may be performed independently and may be in isolated geographic areas. Frequent interruptions to planned work may occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed

The job description does not constitute an employment agreement between the Town and employee. It is subject to change at any time by the Town Board at its sole discretion.