



Buildings and Grounds Maintenance Technician

PW-BG/3

Public Works - Buildings and Grounds

\$23.83/hr

JOB SUMMARY

This position is responsible for the maintenance of town buildings and grounds and for assisting in other public works operations.

MAJOR DUTIES

- Installs and maintains landscaping; purchases materials and supplies.
- Installs, maintains, and repairs town signage.
- Repairs potholes.
- Maintains highway markings.
- Paints interior and exterior surfaces.
- Pressure washes sidewalks and other surfaces.
- Changes ballasts and light bulbs.
- Performs carpentry duties.
- Delivers trash and recyclable containers to new customers.
- Changes filters in HVAC units.
- Operates a truck along an assigned route to collect solid waste.
- Prepares required logs, forms, and records.
- Cleans and maintains vehicles and equipment.
- Maintains assigned tools and equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of grounds maintenance principles.
- Knowledge of facilities maintenance principles and practices.
- Knowledge of equipment maintenance and repair principles.
- Skill in the use of hand and power tools.
- Skill in the use of grounds maintenance equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Buildings and Grounds Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include town and department policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to perform general maintenance work. Successful performance in this position contributes to the efficient and effective maintenance of town property.

CONTACTS

- Contacts are typically with coworkers, other town personnel, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and

utilizes the sense of smell.

- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.

- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.