

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN I

Position Code: 1200

WC Code: 9015

FLSA Status: Non-Exempt

Pay Grade: 341 (\$24,342 - \$38,069)

Location: Police

Approval Date: 2010

General Statement of Duties

Performs manual tasks in the maintenance of Town buildings and grounds.

Distinguishing Features of the Class

An employee in this class performs a variety of tasks involving manual work in the maintenance of buildings and grounds. Building maintenance includes tasks such as mopping and buffing, vacuuming, dusting, and cleaning bathrooms. Work also includes moving tables and chairs, arranging to match room set up formats. Grounds work involves mowing small grassy areas with push mowers, weeding, weed eating and raking and cleaning up trash. Employees must abide by safety rules and regulations and use care and accuracy in handling chemical cleaning supplies. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, chemicals, mists, gases and oils. Duties may also expose the employee to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is assigned daily and is reviewed by observation of quality and quantity of work completed and timelines of completion.

Duties and Responsibilities

Arranges rooms for a variety of events; checks weekly and daily room schedule for reservations; follows picture lay-outs and sets up rooms; moves tables and chairs and sets up; sets up rooms in standard arrangements when not in use; stores excess tables and chairs; may set up rooms in various layouts several times in a day, depending on volume of usage.

Cleans bathrooms; scrubs toilets and sinks; wipes walls, polishes mirrors, changes light bulbs.

Cleans offices and small rooms; cleans counters with disinfectants; wipes off telephones and copy machines; dusts, cleans glass on tables; polishes furniture.

Cleans glass windows and doors and furniture in lobby area, operates power washer to clean outside of windows.

Mows, weed eats and blows outside areas, cuts grass and weeds and cleans out leaves; picks up trash and sweeps walkways.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of methods, cleaning chemicals and supplies and equipment used in unskilled building and grounds maintenance work.

Working knowledge of safety equipment and procedures required in performance of duties.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, superiors and the general public.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to make visual inspections of work assigned and completed, operate equipment and perform mechanical and trades tasks.

Minimum Education and Experience

High School Diploma or GED and some experience in building and grounds maintenance.