

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN III

Position Code: 1500

WC Code: 9220

FLSA Status: Non-Exempt

Pay Grade: 344 (\$28,178 - \$44,069)

Location: Public Services

Approval Date: 2010

General Statement of Duties

Performs specialized grounds, parks, equipment, golf course and building maintenance.

Distinguishing Features of the Class

An employee in this class performs a variety of manual and specialized labor tasks in the maintenance of the golf course, parks and cemeteries. Golf course maintenance includes mowing greens, tee boxes, roughs and fairways, performing routine maintenance on mowers, cutting and moving cup holes and cleaning up trash. Parks maintenance includes mowing grass, dragging and lining ball fields, painting and repairing benches and playground equipment, and cleaning up trash. Work may include assisting with or performing routine and specialized maintenance and repair of equipment used. Employee must be able to perform manual labor, as well as skilled and semi-skilled duties, and abide by safety rules and regulations. Accuracy in equipment operation is essential to cut the golf course precisely or avoid damage to other graves and markers or ensure citizens are not injured. Work may require serving on call. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, odors, dust, mists and oils. In some jobs involving equipment, duties may expose the employee to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is assigned daily by the Building and Grounds Crew Leader and is reviewed through observation, quality and quantity of completed work and discussions.

Duties and Responsibilities

Maintains lawn and flowerbeds on Town property

Cuts and trims trees and bushes

Provides parks and field maintenance

Performs building maintenance, such as but not limited to, painting, carpentry and basic electrical and plumbing

Performs equipment maintenance

Performs assistance and maintenance at the cemetery

Sets up for Town events

Operates equipment

Maintains Town rights-of-way

Performs golf course maintenance

Performs on call duties for evenings, holidays and weekends

Oversight and performance of Pesticide application

Playground Inspections

Specialty mowing

Specialized turf maintenance

Cemetery site sales

Perform funeral duties

Perform maintenance and repair of golf course irrigation systems

Operate specialized equipment

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of the methods involved in and skill in operating required equipment under conditions of a particular job.

Working knowledge of mechanical functions of equipment and trucks and methods for routine maintenance and repairs.

Considerable knowledge of tools, materials and methods used in skilled, unskilled and semi-skilled golf course, parks or cemetery maintenance work.

Working knowledge of basic carpentry, painting, plumbing or electrical repair.

Ability to understand and follow oral and written instructions.

Ability to use varied equipment required in the performance of duties.

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

Proficiency at fairway, greens, trim mowers, grass watchers

Working knowledge of computer program operation

Ability to independently perform cemetery site sales, laying off graves, locating grave lots, meeting with families and funeral homes and meeting with contract grave diggers

Proficiency at repair and maintenance of the golf course irrigation system

Proficiency with specialized equipment appropriate for position and assignment

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 three to five years of directly related experience.

Special Requirements

Possession of a valid North Carolina Driver's License

Pesticide License