

TOWN OF SOMERS

Position Description

**Title: Buildings & Grounds
Coordinator/Maintainer**
Department: Public Works
**Reports To: Director of Public
Works; receives general direction
from Operations Manager**

**Supervises: None; coordinates
community service volunteers**
FLSA Status: Full-time, non-exempt
Bargaining Unit: N/A

Position Summary: Coordinates work and staff scheduling for maintenance of town-owned buildings and grounds, and performs semi-skilled tasks in the repair and maintenance of town buildings and grounds; performs general maintenance work on grounds and facilities; performs semiskilled rough carpentry, masonry, plumbing and painting maintenance tasks. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Service: Carries out work according to standard procedures. Operates tractors, mowing machinery, and other equipment to mow and maintain lawn areas adjacent to town facilities. Plows and sands roads. Clean and maintain town buildings, including rest room facilities. Perform semi-skilled carpentry, electrical or plumbing repairs, or other projects in town buildings and facilities. Operates truck/sander to plow snow on town grounds, parking lots, sidewalks and facilities. May plow/sand town roads during peak demand season.

Teamwork/Coordination: Works cooperatively with other departments to maintain town facilities, buildings and properties. Coordinates cleaning and maintenance of town buildings and facilities with Operations Manager and any affected department personnel. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

Technical: Performs regular maintenance and minor repairs to electrical, plumbing, heating, ventilation and air condition equipment. Orders consumable paper and cleaning supplies; oversees the mixing and safe use of cleaning chemicals. Use and maintain power and hand tools in general maintenance work. Observes performance of vehicle and equipment and reports malfunctions to Mechanic. Performs minor repairs and preventative maintenance on vehicle, mowing and construction equipment. Follows standard safety procedures and regulations.

Administrative – Provides input into annual budget process. Reports tasks accomplished verbally or on written work order. Completes forms and logs as requested by Operations Manager and/or Director of Public Works.

Qualifications:

- High School diploma.
- Three years increasingly responsible building/facility maintenance experience and experience in the safe operation of trucks and equipment.
- Proven ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Proven knowledge of building mechanical, electrical, plumbing, heating, ventilation and air conditioning systems.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. of Public Works/on file

HR/on file

Page 1 of 2

Date:

Date:

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Position Description

- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License (CDL-B).

Physical Requirements: This position is one of physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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Page 2 of 2