

## **BUILDINGS AND GROUNDS MAINTENANCE WORKERS**

**GENERAL STATEMENT OF DUTIES:** Performs maintenance and upkeep of buildings, parks, and grounds; operates one or more types of automotive equipment, and performs a variety of manual assignments; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Responsible for the cleaning and maintenance of public areas, including buildings, parks, and grounds. Includes the safe and efficient operation of moderately complex motor equipment. Work is performed under City Engineer or designee.

**EXAMPLES OF WORK:** (Illustrative only)

- Mows lawns and cares for flower beds, walks and lawns;
- Trims hedges, trees, and shrubs;
- Rakes and collects leaves;
- Paints and does minor repairs of railing, benches, fences and other outdoor equipment;
- Washes windows, walls, stairways, sinks and other fixtures;
- Makes minor plumbing, electrical and carpentry repairs;
- Repairs window shades, replaces light bulbs, soap and towels;
- Empties waste baskets, collect and disposes of rubbish;
- Checks operation of clocks, automatic door openers, and HVAC equipment;
- Operates a snowplow or related snow removal equipment;
- Loads and unloads trucks;
- Performs a variety of simple manual tasks, such as cleaning culverts, gutters and catch basins, clearing snow from walks, lots and driveways, and painting;
- May supervise over one or more subordinate laborers or student workers;
- Assists in general maintenance of parking garages, parking lots, sidewalks and streets;
- Assists in building maintenance and custodial work;
- Assists the building maintenance crew in the repair, remodeling or maintenance of buildings and equipment;
- Operates motorized equipment as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of the accepted procedures and practices of buildings and grounds maintenance work; operation of trucks, tractors, and other types of automotive equipment; mechanical aptitude; ability to make minor carpentry repairs; ability to follow oral and written instructions; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** One (1) year of experience in the maintenance of buildings and grounds including experience in the operation of automotive equipment.

Adopted: 1/21/16

Jurisdictional Classification: PJC