

Facilities and Grounds Maintenance Technician

General Statement of Duties

Performs a variety of building and grounds maintenance and custodial activities in support of Town facilities.

Distinguishing Features of the Class

An employee in this class participates in the maintenance of the Town facilities, buildings, and grounds. Work is performed at facilities such as Town office buildings, business district, grounds and parks. Grounds maintenance tasks include installation and maintenance of plant materials, mowing, weed-eating, pesticide application, spreading mulch, watering, using bush hog and mowers; edging. Building maintenance tasks include minor carpentry, painting, plumbing, HVAC, and moving furniture and setting up chairs and tables for activities. Employees must be conscious of safety methods to avoid injury to others and self. Employees are subject to hazards in facilities maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, moving mechanical parts, chemicals, atmospheric conditions and oils. The employee may also be subject to OSHA's final standards on blood borne pathogens. Work is performed under regular supervision and reviewed while in progress and upon completion to determine that proper work methods are being followed and that assignments are carried out correctly.

Duties and Responsibilities

Essential Duties and Tasks

- Cleans around the outside of Town buildings and on main streets; removes trash; blows leaves; mows grass; pressure washes, sprays weed killer and edges sidewalks at facilities; trims shrubbery; pulls weeds; trims around signs and other landscaping.
- Performs a variety of landscape maintenance work including plant installations and maintenance, mowing, trimming, mulching, watering, fertilizing, etc.
- Performs minor building maintenance work (carpentry, electrical, plumbing, HVAC, and painting) as needed; assists higher level staff in more skilled trades work.
- Repairs sheetrock, hangs pictures, sharpens power saws; cleans gutters, checks fire extinguishers.
- Removes snow from sidewalks and entrance ways; spreads salt and sand.
- Assists with events set up and take down as needed; puts up holiday decorations.
- Custodial duties as noted:
 - Cleans bathrooms; scrubs lavatories and toilet fixtures and mirrors and replaces or restocks tissue and paper towel supplies and soap dispensers.
 - Prepares and cleans parks rental areas and facilities.
 - Cleans and buffs floors; strips and waxes floors occasionally; vacuums public areas and offices and shampoos carpets occasionally; cleans glass doors and mirrors.
 - Empties trash containers in public areas.
 - Replaces filters, light bulbs, etc. that may be broken or worn out.

Additional Job Duties

Assists Public Works crews when needed in emergency conditions or for major projects.
Assists/Coordinates with Maintenance Contractors
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working knowledge of the methods, tools, and equipment utilized in grounds and facility maintenance and repair.

Working knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.

Working knowledge of cleaning chemicals and pesticide application.

Some knowledge of horticultural design and installations.

Skill in the operation of equipment and tools utilized within the program.

Ability to establish and maintain effective working relationships with other employees.

Ability to use chemical and pesticides properly and in accordance with State rules and regulations.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate mobile equipment such as mowers and tractors and to inspect equipment and facilities.

Desirable Education and Experience

Graduation from high school and experience in the area of building, grounds, and/or facility maintenance; or an equivalent combination of education and experience.

Special Requirement

NC Driver's license.

May require pesticide applicator certification.

Hiring Range

\$31,200 - \$38,480 DOQ.