

BUILDING AND GROUNDS ASSISTANT

PRIMARY PURPOSE

The Building and Grounds Assistant performs custodial, maintenance and assists in work related to the maintenance of town facilities; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists in the maintenance and repair of the Town Hall, and other town facilities, as well as related grounds; performs custodial work, including general cleaning, repairs, and maintenance of grounds and snow removal.

Performs special maintenance assignments, such as running cables and wires for computers, putting furniture together, repairing doors and related assignments; check boilers; works with outside contractors, as directed.

Acts as attendant at Transfer Station overseeing the disposal of yard wastes, brush and leaves.

Perform other similar or related duties, as required or as situation dictates.

SUPERVISION

Works under the general direction of the Building and Grounds Superintendent; or Highway Superintendent; performs routine tasks involving the exercise of some judgment, also performs routine administrative tasks.

WORK ENVIRONMENT

Some work is performed in an office environment; some work is performed outside, with exposure in adverse weather conditions; some exposure to hazards associated with cleaning chemicals.

The employee operates an automobile, hand tools, power tools and standard office equipment.

The employee has contact with town officials and employees and contractors.

Errors could result in damage to property, personal injury, delay or loss of service, monetary loss or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; less than one year of experience required for custodial duties; two to three years experience in the maintenance and general repair of buildings; some office experience desirable; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILL

General knowledge of cleaning materials and methods; knowledge of building maintenance, including major building systems; knowledge of general office practices, and the routine procurement of goods, supplies and services.

Ability to use hand tools for repairs and maintenance; ability to follow written and oral instructions; ability to scale ladders and work on high areas.

Building maintenance skills; good communication skills.

PHYSICAL REQUIREMENTS

Moderate physical effort required to perform custodial and maintenance duties; most work requires standing and walking. The employee is frequently required to scale ladders, to move or lift equipment and furniture weighing up to 40 pounds and use hands to operate tools and equipment. Vision requirements include the ability to read documents and operate equipment.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.