

BUILDING AND GROUNDS MAINTENANCE WORKER

NATURE OF WORK

This is semi-skilled work in buildings and grounds maintenance. Work involves participating in buildings and grounds maintenance, plumbing, painting, carpentry, mechanical and related activities which may be acquired by on-the-job experience. Work includes a variety of manual and established skilled tasks of a generally routing nature, including the occasional operation of trucks in addition to grounds maintenance equipment. Work is performed under general supervision of the Maintenance Crew Leader. The Maintenance Crew Leader sets job priorities, and the work is reviewed through observation and inspection to ensure proper performance.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Clean offices, corridors and washrooms.
2. Vacuum and shampoo carpeting and participate in a wide variety of custodial duties.
3. Secure buildings.
4. Participate in snow and ice removal work, including snowplowing.
5. Participate in the maintenance and development of the cemetery grounds, including watering, mowing, raking, trimming trees, planting grass, shrubs and flowers, building foundations, watering urns and digging graves.
6. Assist in maintaining records of grave lots and monuments sold and related matters.
7. Operate equipment, such as chain saw, snowblower, truck washer truck or pump.
8. Keep machinery, building and equipment in good repair.
9. Make minor emergency repairs to a variety of mechanical equipment and maintain heating and ventilating equipment.
10. Use hand and power tools incidental to building maintenance.
11. Perform various maintenance tasks, including painting, routine carpentry work and mowing grass.
12. Monitor, adjust and correct operations of machinery and equipment.
13. Change light bulbs and make routine electrical repairs.
14. May be assigned to other crews.
15. Maintain grounds.
16. Operate tractors, trimmers and other grounds maintenance equipment.
17. Do related work as required.

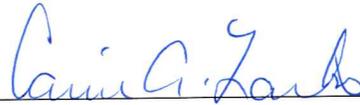
DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

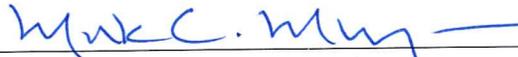
- Graduation from an accredited high school or equivalent.

- Valid State of Michigan Commercial Drivers License with Class A endorsement and good driving record.
- Reasonable knowledge of the materials, methods and equipment essential to the care and maintenance of buildings and grounds.
- Reasonable knowledge of the methods and techniques used in the care of trees, flowers, shrubs and grass.
- Ability to operate certain automotive equipment skillfully and safely.
- Knowledge of methods, practices and materials used in cleaning operations.
- Considerable experience in custodial work.
- Experience with mechanical, heating, cooling and ventilating systems.
- Some experience in maintenance of equipment and equipment operation.
- Ability to work dependably without constant supervision.
- Good physical condition to perform duties 1, 2, 4, 5, 7, 11, 15 and 16.
- Ability to see and hear well to complete duties 4, 5, 7 and 8.
- Ability to read and understand policy and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively with other employees.
- Ability to work effectively with the public.

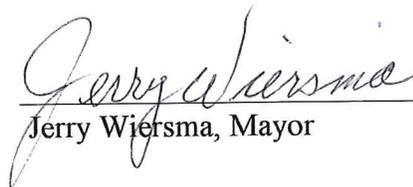
Approval:



Carrie A. Larks, Personnel Director



Mark C. Meyers, City Administrator



Jerry Wiersma, Mayor