



**JOB DESCRIPTION**

**POSITION TITLE:** Buildings & Grounds Maintenance Worker      **DEPARTMENT:** Parks, Recreation & Forestry

**REPORTS TO:** Director of Parks Recreation & Forestry      **FLSA CATEGORY:** Non-Exempt

**EMPLOYMENT CLASSIFICATION:** Part-time      **PAY TYPE:** Hourly

**LATEST REVISION DATE:** 08-2018

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**POSITION SUMMARY**

The Buildings & Grounds Maintenance Worker is responsible for maintenance and upkeep of Village buildings and grounds. This position may be assigned tasks from various staff members to achieve Village building and grounds needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Custodial Responsibilities*

- Through contracted services, ensures the following custodial duties are satisfactorily accomplished in accordance with cleaning schedule: Vacuum and mop floors, dust/clean desks and other surfaces, empty all trash and recyclable materials containers, mop and disinfect toilet floors; clean all sanitary fixtures and drinking fountains.
- Ensure all bathrooms have adequate supplies of paper towels, soap, toilet paper, etc. Ensure all dispensers are kept full.
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, and to ensure economical usage of fuel, water and electricity and work with contracted HVAC service providers.
- Ensure facilities are returned to satisfactory state of cleanliness and usability after usage by renters, contractors, and other users.
- Wash all windows on both the inside and outside at least semi-annually and more frequently if necessary.
- Change lock combination on all public building doors annually, or as requested.
- Provide any other custodial services as determined by the Supervisor.

*Grounds*

- Trim trees, remove weeds, maintain landscaping, and perform other routine grounds maintenance at Village sites.
- Shovel, plow, and sand walkways, driveways, parking areas, and steps, as appropriate to conditions.
- Provide any other grounds maintenance services as determined by the Supervisor.

### *Building Operations*

- Inventory supplies and equipment on hand and requisition needed replacement supplies in a timely fashion so as to provide for continuous operations.
- Set-up meeting room tables and chairs as needed.
- Provide any other building operations services as determined by Supervisor.

### *Repair and General Maintenance*

- Perform routine maintenance tasks such as changing light bulbs and furnace filters, flushing hot water heaters, hanging items on walls, moving furniture, painting, carpet cleaning, tile cleaning, etc.
- Report major repairs needed promptly to supervisor.
- As directed, coordinate with contractors for repairs to HVAC, plumbing, electrical and structural building systems.
- Provide any other repair and general maintenance services as determined by Supervisor.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of cleaning equipment, products, techniques, and standards.
- Skilled in using cleaning products and equipment.
- Knowledge and experience of general building maintenance techniques and standards.
- Ability to manage multiple work assignments and complete all assignments accurately and in a timely manner.
- Ability to take direction, resolve problems, work as part of a team, and receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics.
- Ability to effectively communicate verbally with citizens, other staff members, and contractors.

### **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High School Diploma or equivalent, and a minimum of one-year work experience in the field of building maintenance and/or custodial services.
- Requires a valid Wisconsin driver's license.

### **PHYSICAL DEMANDS**

- Position is performed in both indoor and outdoor environments.
- Requires the ability to sit, stand, and walk for up to eight hours per day.
- Requires the ability to use hand tools and to manipulate objects.
- Requires the ability to climb and descend stairs and ladders.
- Requires the ability to operate a motor vehicle.
- Requires the ability to lift and carry objects weighing up to fifty pounds.

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*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*