

## PT - BUILDING AND GROUNDS MAINTENANCE WORKER

### JOB DESCRIPTION

#### Purpose:

The Buildings and Grounds Maintenance Worker maintains buildings and grounds in top condition to ensure full and productive use of the City facilities. To accomplish these tasks the Buildings and Grounds Maintenance Worker must work closely with the staff and administration of King City.

#### Responsible to:

The selected applicant will report to the City Manager.

- Salary Range \$15.00-\$20.10 p/hour + Benefits per union agreement.
- This is a non-exempt, union represented position.
- PT – Position works 20-30 Hours Per Week M-F 8-5 (Schedule may vary).

#### Qualifications:

1. High School diploma or equivalent.
2. Experience in building and grounds operations.
3. Desire to continue career improvement.
4. Familiarity with computers and software relating to emails, website, maintenance and inventory.
5. Familiarity with lawn and garden equipment.
6. Ability to read chemical labels.
7. Ability to read material safety data sheets (MSDS).
8. Ability to initiate and complete work orders.
9. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

#### Essential Functions:

1. Maintain buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Communicate effectively with members of the district and community.
3. Ability to relate to officials, staff and public in a courteous manner.
4. React to change productively and handle other tasks as assigned.
5. Clean rooms, hallways, restrooms, locker rooms, offices, stairways and windows.
6. Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
7. Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
8. Dusts furniture and equipment.
9. Washes walls, ceilings, woodwork, windows, doors and sills.
10. Performs touch up and finish painting.
11. Empties wastebaskets.
12. Replenishes restroom supplies.
13. Appropriately operate all equipment and machinery as necessary.
14. Maintains and uses lawn mowers, weed whackers, edgers, hedge clippers, ladders, power washers, chainsaws, and other power equipment.
15. Maintains, orders, designs, and coordinates street decorations.
16. Operate motorized equipment: riding lawn mower, tractors, bobcat, excavator, pavement paint sprayer and other equipment as necessary.

17. Interface with website to address work orders and resident concerns.

#### Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials that may exceed 50 lbs.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

#### General Responsibilities:

1. Maintain buildings and grounds in top condition.
2. Promote safety, health, and comfort of employees and the public in buildings and grounds.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
4. Perform preventive maintenance, repair, and installation in connection with:
  - a. Electrical, plumbing, and HVAC systems.
  - b. Exterior and Interior of Buildings.
  - c. City Owned Grounds.
5. Move equipment and materials within and between buildings and grounds.
6. Handle and work during City emergencies that may arise in order to prevent disruption of the City Functions.
7. Perform custodial duties for City owned Buildings.
8. Observe district policies at all times.
9. Keep abreast of new information, innovative ideas and techniques.
10. All Other duties as assigned.