



Job Title: Building and Grounds Technician
Department: Public Works

FLSA Designation: Non-Exempt
Pay Classification: 11

1. JOB SUMMARY

- 1.1 This position performs technical duties in support of public works maintenance operations.

2. MAJOR DUTIES

- 2.1 Maintains and repairs recreational fields; seeds, aerates, mows, and fertilizes; sets up and breaks down athletic field equipment.
- 2.2 Installs and maintains landscaping; installs plants; prunes trees and bushes.
- 2.3 Removes trash and debris from town property.
- 2.4 Repairs and maintains bus shelters.
- 2.5 Repairs fences and playground equipment.
- 2.6 Develops building maintenance schedules.
- 2.7 Obtains prices and bids from vendors and contractors.
- 2.8 Maintains and repairs plumbing, HVAC and electrical system.
- 2.9 Performs carpentry tasks; paints interior and exterior surfaces.
- 2.10 Assists with winter road maintenance.
- 2.11 Installs and replaces road signs.
- 2.12 Assists in maintaining concrete bridges and sidewalks.
- 2.13 Assists in cleaning ditches and culverts.
- 2.14 Repairs potholes.
- 2.15 Performs the duties of the Building Maintenance Custodian in the absence of the Custodian.
- 2.16 Performs related duties.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of landscaping and field maintenance equipment, materials and methods.
- 3.2 Knowledge of traffic hazards and traffic safety principles, practices and procedures.
- 3.3 Knowledge of proper lifting techniques and personal protective equipment.
- 3.4 Knowledge of departmental and town policies and procedures.
- 3.5 Knowledge of horticulture, landscaping and tree care.
- 3.6 Knowledge of recreation field maintenance and playground equipment.
- 3.7 Skill in the maintenance and repair of plumbing, HVAC and electrical systems.
- 3.8 Skill in comprehending and following safety rules and regulations.
- 3.9 Skill in understanding and following oral and/or written policies, procedures and instructions.
- 3.10 Skill in communicating effectively with others.

4. SUPERVISORY CONTROLS

- 4.1 The Public Works Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

5. GUIDELINES

- 5.1 Guidelines include department and town policies and procedures. These are generally clear and specific, but may require some interpretation in application.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of related technical duties and in the winter includes maintenance of sidewalks and town roads. Inclement weather contributes to the complexity of the position.
- 6.2 The purpose of this position is the maintenance of town buildings, grounds, parks and recreation facilities. Success in this position contributes to safe and well maintained buildings and grounds.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, vendors, contractors, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- 8.2 The work is typically performed in the field, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 None.

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 10.2 Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.