

PROPERTY MAINTENANCE WORKER

General Statement of Duties

Performs routine unskilled and semi-skilled work in maintenance and care of Town buildings and grounds.

Distinguishing Features of the Class

Employees in this class performs the maintenance of the Town buildings and grounds. Building maintenance tasks include custodial cleaning, minor painting, cleaning windows, pressure washing, etc. Grounds maintenance tasks include installation and maintenance of plant materials, mowing, weed-eating, pesticide application, spreading mulch, watering, using mowers; edging; and related activities. Employees must be conscious of safety methods to avoid injury to other and self. Employees are subject to hazards in maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, moving mechanical parts, chemicals, atmospheric conditions, and oils. The employee may also be subject to OSHA's final standards on blood borne pathogens. Work is performed under regular supervision and reviewed while in progress and upon completion to determine that proper work methods are being followed and that assignments are carried out correctly.

Duties and Responsibilities

Essential Duties and Tasks

Performs a variety of custodial tasks in Town facilities; cleans restrooms and toilet fixtures; replaces soaps and paper products; cleans floors including vacuuming carpets, sweeping, and mopping; empties and removes trash; dusts furniture; cleans windows and doors; cleans baseboards.

Cleans around the outside of Town buildings; removes trash; blows leaves; mulches; plants flowers and shrubs; fertilizes grass; irrigates plants; removes weeds; mows grass; pressure washes, sprays weed killer and edges sidewalks; trims shrubbery; pulls weeds; trims around signs and other landscaping.

Changes light bulbs, furnace filters, batteries in alarms and emergency lights.

Removes snow from sidewalks and entrance ways; spreads salt and sand.

Purchases supplies with approval.

Researches best practices and applies them for fertilizing, pruning, etc.; sets irrigation timers.

Applies pesticides and herbicides under supervision.

Assists with events set up and take down as needed; puts up holiday decorations.

Assists with events as needed.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the methods, tools, and equipment utilized in building, grounds, and facility maintenance and minor repair.

Working knowledge of the work hazards and applicable safety standards associated with Property Maintenance Worker

facility and parks maintenance and repair.

General knowledge of landscape and maintenance procedures.

Some knowledge of horticulture design and installations.

Skill in operation of equipment and tools utilized within the section.

Ability to establish and maintain effective working relationships with other employees and subordinates.

Ability to inspect building and grounds and determine maintenance needs.

Ability to use chemical and pesticides properly and in accordance with State rules and regulations.

Ability to keep records of work activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds constantly to move objects.

Must possess the visual acuity to operate trucks and other mechanical equipment such as the mowers, chain saws, and trimmers in a safe manner and to inspect work quality.

Desirable Education and Experience

Graduation from high school and experience in building and grounds maintenance work; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.