

BUILDINGS & GROUNDS

TOWN OF FREMONT NH

MAINTENANCE & GROUNDS WORKER Full-time

Position Purpose: Performs all routine building and grounds maintenance including snow and ice removal, custodial cleaning, light carpentry, plumbing and electrical work as assigned at all Town owned properties (land and buildings) including cemeteries, parks and ballfields. Performs minor repairs and responds to emergencies as needed on equipment and facilities.

Essential Functions: *The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Spring and Fall clean up on Town Properties including removing any fallen trees and branches, rake and dispose of leaves keeping entrances clear of debris.
- Snow and ice removal from all walkways, stairs, crosswalks and oil/propane tanks and generators.
- Maintains all areas of the properties such as emptying of trash and recycling, litter pickup, cleaning of buildings and grounds, maintaining salt levels in water filtration system and irrigation system maintenance.
- Mows, weed whacks and rakes as necessary grounds on all properties, keep parks and other areas clean and free of debris.
- Perform routine preventative maintenance on hand tools and other machinery.
- Work with outside vendors as needed for repairs including irrigation, parking lots, alarm systems, plumbing, heating, water systems, fencing and buildings.
- Paint floors, walls and building fixtures; performs small carpentry repairs in the maintenance of buildings.
- Maintain a list or obtains janitorial supplies for all town buildings, including trips to local approved establishments to replenish these items being sure to verify orders with Department Heads or Supervisor before ordering.
- Assist with projects throughout the year including special events (Memorial Day and Veterans Day Services, voting setup, other special events or Town gatherings). Unlock/Secure Town Buildings as needed for outside agencies or events.
- Performs other duties as required and assigned relative to Town buildings and grounds.
- Work with Supervisor to document inspections and maintenance on Town systems such as HVAC systems, sprinklers, septic systems, generators, AED battery replacement among other things.
- Complete miscellaneous projects including installing and removing air conditioning units, painting, window washing, stripping and waxing floors, hanging flags on outside of buildings and general maintenance.

Recommended Minimum Qualifications:

Education, Training and Experience: High School Diploma or equivalent; training in carpentry, plumbing, electrical and maintenance trades or some experience equivalent.

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Knowledge, Ability and Skill:

Knowledge: Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Also demonstrates knowledge of and adheres to all infection control/universal precaution policies, safety policies and safety policies for chemicals and maintain material safety data sheets.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to multi-task and prioritize assignments, work independently. Ability to perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Call for and assist any contracted vendors as necessary for repair work in Town buildings. Ability to operate and perform minor servicing and maintenance on light power equipment. Ability to follow written and oral instructions. Reliability in a wide variety of adverse weather conditions necessary.

Skill: Excellent planning and organizational skills. Exercise excellent customer service skills, good judgement and integrity. Proficient interpersonal and problem-solving skills. Strong customer service skills, math and attention to detail required.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stoop, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up equipment, supplies, tools, and other common office/grounds maintenance objects. Frequently lifts and/or moves objects weighing up to 75 pounds such as materials, equipment, supplies. Crouching, crawling, walking, climbing ladders and exposure to all outdoor weather conditions required. Vision and hearing at or correctable to normal ranges. Protective gear may be required for safety. Must be able to drive a vehicle and possess a valid driver's license.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the general direction of the Buildings & Grounds Supervisor and the Town Administrator.

Supervision Given: None

Job Environment:

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- Work is performed under typical outdoor conditions; the noise level is moderate; generally required to work outside, and some work could be outside of normal business hours. Some on-call work related to weather conditions and potential for emergency repairs.
- Operates lawn equipment, hand tools, shovels, rakes, weed whacker, snowblower and other maintenance and repair equipment.
- Employee will have contact with the public, other Town Departments, Officials, and Town employees. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change