FACILITY MAINTENANCE WORKER

General Statement of Duties

Performs a combination of labor and semi-skilled work in the maintenance and care of the grounds, playing fields, parks, playgrounds, city properties.

Distinguishing Features of the Class

Employees in this class perform a variety of tasks involving the maintenance and repair of public facilities, parks, grounds, recreation center, and gym. Work involves operating mower and other tools to cut grass, prepare ball fields, trim, clean fields, grounds and facilities, and to perform other horticultural landscaping tasks. Work also involves checking facilities for safety and operational effectiveness; performing facility cleaning and maintenance tasks. Work may occasionally require the employee to work as lead worker with seasonal or temporary employees. Employees are accountable for the safety of facilities and related City liability and must be conscious of safety methods to avoid injury to others and self. Employees are subject to hazards in facilities 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. Work is performed under regular supervision and reviewed for timely completion of assignments and public acceptance of work quality.

Duties and Responsibilities

Essential Duties and Tasks

Mows public grounds, rights of way, ball fields and other public areas; performs grounds maintenance duties including mowing grass, picks up trash, trimming shrubs and trees; applies pesticide under supervision.

Performs maintenance, construction, inspection, and repair duties on public facilities, buildings and recreational facilities including Town Hall, field-house/dug out building, concession, playground, fences, bridges, picnic areas, playground equipment, and other public areas; checks equipment for safety; assists with building repairs; performs minor trade repairs including electrical, plumbing, carpentry, mechanical, etc.; performs custodial cleaning and care; sets up rooms for various meetings.

Drags and marks ball fields and levels dirt infields and baselines;

Operates chain saws, weed eaters and other light equipment to cut, prune and trim shrubbery and trees; rakes leaves, and removes fallen limbs and trash.

Services and maintains mowing, trimming and other equipment; inspects vehicles for proper maintenance; changes oil, sharpens blades.

Checks parks for the safety of play equipment and to identify any needed repairs from use or vandalism.

Cleans and prepares floors, including specialized maintenance of gymnasium floors.
Cleans parks buildings including bathrooms; pick up trash; washes windows and paints

Digs post holes.

May serve as a lead worker as assigned over temporary and community service workers to complete maintenance and repair projects in timely manner following safety standards.

May pick up mail; run errands; hang out flags, hang lights.

Maintains records of work activities.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines
Knowledge, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized for maintenance and repair of public buildings, facilities, parks, and grounds.

Working knowledge of the work hazards, related liabilities, and applicable safety standards (Occupational Safety and Health Act) and City standards.

Considerable knowledge of cleaning chemicals and pesticide application.

Skill in the operation of assigned equipment and tools, tractor, riding mowers, drag and line attachments, chain saws, etc.

Some knowledge and abilities in semi-skilled trades work such as carpentry, plumbing, electrical, mechanical, masonry, and other trades areas.

Ability to serve as lead worker to create a productive work team and ensure work is completed correctly and safely.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with part-time workers, co-workers, supervisor, and citizens involved in use of parks, athletic fields, and recreational activities.

Ability to solve problems related to wet athletic fields, weather-related scheduling, and facilities impact and other work issues with recognition of customer service priorities.

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

Physical Requirements

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

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate tools, equipment, and motor vehicles, to prepare written records, and to conduct visual inspections.

Desirable Education and Experience

Graduation from high school and related experience supplemented by training in skilled trades in building and grounds maintenance; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

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