

FACILITY MAINTENANCE WORKER

General Statement of Duties

Performs a variety of building and grounds maintenance activities in support of Town facilities.

Distinguishing Features of the Class

An employee in this class participates in the maintenance of the Town facilities, buildings, and grounds. Work includes performing building maintenance, grounds maintenance activities, and set up and clean up for seasonal and special events. Building maintenance activities include minor carpentry, plumbing, HVAC, and related maintenance and repair activities. Grounds activities include installation and maintenance of plant materials, mowing, pesticide application, mowing, and related activities. Employees 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. 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 landscape maintenance work including plant installations and maintenance, mowing, trimming, mulching, watering, fertilizing, irrigation, pesticide application, edging, blowing and cleaning sidewalks, etc.

Performs minor building maintenance work (carpentry, electrical, plumbing, painting) as needed; assists higher level staff in more skilled trades work.

Participates in a wide variety of seasonal and special event preparation including setting up stages, reviewing stands, tents, putting up banners and decorations, and removal and clean-up at the end of events; participates in installing and removing various seasonal beach facilities; cleans and maintains beach access ways, board walks, etc.; participates in storm clean-up and repairs.

Participates in mosquito spraying.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in grounds, and facility maintenance and repair.

Considerable knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.

Some knowledge of horticultural installations.

Considerable knowledge of cleaning chemicals and pesticide application.

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

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

Ability to use chemical and pesticides properly 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, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate mobile equipment such as mowers and tractors and to inspect equipment and facilities.

Desirable Education and Experience

Graduation from high school and considerable experience in the area of building, grounds, and facility maintenance; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of pesticide applicators license in public health and/or ornamental and turf.

Atlantic Beach
2006

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.