

BUILDINGS AND GROUNDS WORKER

KIND OF WORK

Unskilled building cleaning and grounds maintenance work.

NATURE AND PURPOSE

Under general supervision, performs heavy custodial and grounds work, including the operation of heavy equipment, to provide proper maintenance and repair of a building and grounds; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs groundskeeping and landscaping to maintain existing land and/or to prepare grounds for minor renovation by operating trucks, tractors, power sprayers, and other heavy power equipment.

Maintains road surfaces and parking lots to repair potholes, level gravel, maintain road shoulders, etc. by utilizing hand and power tools and heavy motorized equipment.

Disposes of waste materials to maintain sanitary conditions by collecting and emptying waste paper and garbage receptacles into large bins or dumpsters.

Cleans windows, walls, woodwork, furniture, and fixtures in order to maintain cleanliness and provide an attractive environment by dusting and washing.

Loads and unloads supplies, materials, and equipment to provide necessary transportation, storage, and distribution of items by manually lifting and carrying materials as required.

Performs repairs on buildings (doors, locks, windows, fixtures), grounds structures (fences, posts, signs), and equipment (hand tools and small power equipment) to ensure safety standards and/or maintenance schedules are properly followed.

Directs student workers, resident help, and seasonal workers to ensure proper completion of work projects and safe use of equipment by providing specific work instructions and demonstrations followed by a close review of work methods and progress.

Repairs, conducts tests and prepares reports on building sewer systems to ensure adherence to state health and waste control standards.

Answers questions and hands out written materials to visitors of state parks and other facilities to ensure enforcement of rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Groundskeeping practices sufficient to plant, fertilize, and prune trees, plants, shrubs, and grass.

Hand and power tools sufficient to safely and effectively operate and perform preventive maintenance and minor repairs.

Cleaning methods, techniques, materials, and equipment sufficient to prepare cleaning solutions and compounds, operate cleaning equipment and perform minor repairs.

Basic building fixtures (doors, locks, windows) and grounds structures (fences, signs) sufficient to perform minor maintenance and installation work.

Safety and accident prevention measures sufficient to identify safety hazards, make necessary repairs, and/or alert appropriate personnel.

Ability to:

Perform a variety of tasks in the cleaning and general maintenance of buildings and grounds.

Understand and follow oral and written instructions.

Instruct and direct student workers, resident help, and seasonal workers.

Record information to complete routine, recurring records and reports.

Answer routine questions from the general public.

Operate heavy motorized vehicles (e.g., trucks, tractors, etc.) and equipment (e.g., chain saws, stump removers, etc.).

SPECIAL WORK CONDITIONS

Good physical condition sufficient to operate heavy motorized grounds, maintenance and construction equipment and vehicles and lift heavy objects (e.g., furniture, posts, equipment, etc.).

Est.: 2/72TC:

Rev.: 3/85 Former Titles: