

BUILDING & GROUNDS MAINTENANCE

(Part Time)

Definition: Under general supervision of the Director of Parks and Recreation. Performs a variety of cleaning, building and grounds maintenance, and minor repair activities in and around various City of Nixa facilities.

Department: Park

Supervisor: Director of Parks & Recreation

Tasks and Duties:

Performs a variety of general cleaning tasks, including vacuuming and scrubbing floors, stripping, waxing, and buffing floors, washing windows and equipment, dusting and polishing furniture, emptying wastebaskets and trash containers, and sanitizing restroom facilities; checks heating and cooling systems to ensure proper operation; maintains an inventory of all equipment, tools, supplies, and materials at the assigned facility.

Performs or coordinates a variety of grounds keeping tasks, including mowing and edging lawns, trimming trees and shrubs, applying fertilizers and herbicides, and planting flowers; may repair and/or install sprinkler systems; performs or coordinates a variety of building maintenance and repair tasks, including changing light bulbs, painting, doing basic carpentry, minor electrical repair, minor roofing repairs, and installing and repairing plumbing fixtures.

Performs ground keeping tasks for ball fields i.e., striping, mowing, weed eating.

Performs a variety of cleaning and minor maintenance tasks on restroom facilities located in Parks and ball field areas, as well as all other cleaning tasks associated with those areas.

Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.

Perform other tasks and duties assigned by supervision.

Qualifications:

Knowledge of equipment and supplies used for cleaning work.

Building & Grounds Maintenance (Part Time) (cont.)

Knowledge of general building maintenance methods and practices including painting, plumbing, floor stripping and waxing, and light carpentry.

Knowledge of general grounds keeping methods and practices, including equipment use and maintenance.

Knowledge of occupational hazards and safe work practices.

Skill in establishing and maintaining effective working relationships with other staff and the public.

Skill in following oral and written instructions.

Skill in cleaning and maintaining building and grounds to present a safe, neat, and pleasant appearance

Possess a valid State of Missouri driver's license.

Possess a High School Diploma or GED.

Essential Functions:

Sight, hearing, smell, speech, coordinated use of both arms, legs, and hands at once, frequent lateral mobility, lifting no more than 80 pounds, lifting items above head, stooping, climbing, bending, and push and pull no more than 100 pounds. Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility. Work indoors with heating and cooling regulated. May be exposed to extreme weather conditions, dust, and /or pollen.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Employee Signature

Date

3/30/2010