



Job Description

Building and Grounds Maintenance

Pay Grade: 04

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required:

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Director of Parks and Recreation Department

Supervisory Responsibility: No

Primary Work Location: Inside and outside all City of Nixa facilities.

Certification: Valid State of Missouri driver's license.

Job Summary: Performs a variety of cleaning, building, grounds maintenance, and repair activities in and around various park facilities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform 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.
- Check heating and cooling systems to ensure proper operation.
- Maintain an inventory of all equipment, tools, supplies, and materials at the assigned facility.
- Ensure City facilities are properly secured at closing times.
- Perform a variety of grounds keeping tasks, including mowing ballfields, and edging lawns, trimming trees and shrubs, picking up trash and debris, applying fertilizers and herbicides, and planting flowers.
- May repair and install sprinkler systems.
- Perform 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.
- Prepare rooms and facilities for scheduled activities and functions, including but not limited to meeting rooms, basketball courts, sports fields, etc.
- Frequently monitor major repairs and coordinate with contractors according to City purchasing and procurement ordinances.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have or the ability to learn the following knowledge, skills, and abilities upon application:



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Knowledge

- Equipment and supplies used for indoor facility cleaning and outdoor grounds maintenance work.
- General building maintenance methods and practices including painting, plumbing, floor stripping and waxing, occasional minor carpentry and some minor electrical.
- General grounds keeping methods and practices, including equipment use and maintenance.
- Occupational hazards and safe work practices.

Skills

- Establishing and maintaining effective working relationships with other staff and the public.
- Following oral and written instructions.
- Cleaning and maintaining building and grounds to present a safe, neat, and pleasant appearance.
- Working with plant materials and turf.

Abilities

- Lifting items that weigh more than 60 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 a heating and cooling regulatory system. Perform duties in varied temperature changes. May be exposed to extreme weather conditions, dust, and /or pollen.
- Work a varied schedule; work hours set by departmental requirements.

**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.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

 Employee Signature

 Date

 Supervisor Signature

 Date

 Human Resources

 Date