

Grounds Maintenance Worker

Grade 2 - 40 hours per week

Water Resources Department

Effective: 2019

Purpose:

The Grounds Maintenance Worker serves one department within the Town. This position will provide general maintenance, interior and exterior upkeep, and some specialized services for the water and wastewater treatment facilities. The collection and distribution systems include five acres of lawn, 930 feet of fencing, and four facility locations. The Water Resources Superintendent is the primary supervisor for this position.

Essential Functions:

- Grounds and buildings maintenance as directed by the Water Resources Superintendent
- Operating grounds and landscaping equipment in the summer
- Operating grounds and snow removal equipment in the winter
- Painting, cleaning, meter readings and other routine facility duties as directed.
- Teamwork under the Lead Process Operator and Lead Mechanical Operator on special projects in the Department
- Emergency response and repair of system failures with other Town staff
- Adhere to all Town policies and regulations in regard to safety and personnel matters

Non-Essential Functions:

- Assist other Town departments with emergency and maintenance activities
- Repair, operation and maintenance of facilities
- Facility operations and preventative maintenance as directed
- Additional duties as directed by the Superintendent

Job Standards / Accountability:

The priority job function is to work with the Superintendent to ensure the proper upkeep of the water and wastewater facilities. Other job functions are performed after the priority function. The Water Resources Superintendent will review the quantity and quality of work performed on a regular basis. Any deficiencies will be reported to the employee and, if not resolved within a reasonable time period, reported to the Town Manager. The employee will schedule all essential job functions with the approval of the Water Resources Superintendent.

Working Conditions:

Physical requirements include the unsupervised operation of equipment in adverse weather conditions, manual labor including shoveling of snow, repair work to properties and yards requiring the operation of small machinery and equipment, emergency response and occasional work on weekends or evenings. The ability to finish work assignments independently during regular work hours, scheduled weekends, evenings and emergencies is expected.

Qualifications:

Ability to maintain supply and material records, ability to operate vehicles and grounds maintenance equipment, knowledge of safety requirements when working in any area, ability to respond to emergency situations quickly and with good judgment, comfortable with roadside work and working in confined spaces after training. Ability to be trained in traffic control, confined space entry, lockout/tag out procedures and other similar safety protocol is required. A Vermont driver's license and High School Degree or GED is required. Ability to obtain a Class III Water System Operator's license and Grade I Pollution Abatement Facility Operator's Wastewater Certificate is desirable and encouraged.

EMPLOYEE: _____

DATE: _____