

## **Maintenance Assistant/Flower Bed Maintenance**

Richmond Town Center

Grade 2 - part-time

Effective: 2023

### **Purpose:**

To provide the maintenance and upkeep of the outside of the Town Center and specific indoor cleaning not addressed by current cleaning position. This position is supervised by the Town Manager.

### **Essential Functions:**

External Facade maintenance:

- Present and keep outside of Town Center safe, clean and esthetically pleasing visually to all who enter and use this building as well as those who merely drive-by it.
- Make recommendations to appropriate departments for repair of broken fixtures, leaking pipes and faucets and connections.
- Document and report any structural or operational damage of Town Center Building. Example: Broken windows, leaky fixtures, damaged wiring, environmental issues like mold, energy leaking windows (incomplete seals).
- In an effort to prevent injury to all and promote safety, document all safety hazards. If able to, assess how problem occurred and offer preventable measures, offer new ways to reduce or eliminate same problem from recurring in the future.
- Maintenance of flower beds in spring and summer months.

Internal cleaning:

- Monthly: Baseboards, stair edges to moldings, upper corner cob-web removal. Dusting around clocks and artwork of 3rd floor conference rooms. Twice weekly: dusting and washing of tabletop surfaces of common conference area.
- Additional: any special plantings or special requests will be considered if within the scope of work of this technician. Excludes grass mowing. Related to any trash seen on Town Center grounds, pick-up and dispose of errant trash as it appears.

### **Job Standards/Accountability:**

The primary job function is to provide the municipal Town of Richmond with maintenance services to keep the Town Center in a presentable and safe condition for visitors to the Town. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager. The Town Manager will work with the Maintenance Assistant to ensure the building is in a good repair. This is an hourly non-exempt position with primary duties being maintenance of the Town Center and flower beds.

**Working Conditions:**

Physical requirements include operation of gardening tools, cleaning and maintenance in all types of weather. Day to day physical activities maintenance of outside entryway, trash pickup outside, flower bed maintenance, inside upkeep not covered by cleaning staff.

Staff member shall be fully mobile as job includes various manual labor tasks which includes bending, lifting, reaching, standing, climbing (by step stool or ladder). Ladders, hoses, water and cleaning supplies shall be provided by Town. For flower maintenance at Town Center, Job seeker will provide own gardening tools. Flower tending includes planning, purchasing, planting, and tending all Town Center plantings for 3 growing seasons. After consulting and agreeing with Road Foreman, perennial plantings must be able to be cut back to ground level for ease of seasonal snow removal.

For all internal cleaning/maintenance, all tools and supplies shall be provided by Town. Flexible Hours approximately 2-3 hours per week during winter months, and 4-6 hours during spring, summer, fall months.

**Qualifications:**

- Master Gardener or one year of successful floral or greenhouse work experience to support annual and perennial florals and greenery.
- General Horticultural knowledge and experience.
- Ability to interact effectively with town officials, the general public and other local and state agencies.
- Ability to work under varying weather conditions and situations endangering personal safety.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_