



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: BUILDING & GROUNDS MAINT WORKER I
REPORTS TO: SERVICE SUPERVISOR
DEPARTMENT: PUBLIC SERVICE
DIVISION: PARKS & RECREATION
GRADE:
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: AFSCME
CIVIL SERVICE: CLASSIFIED

JOB SUMMARY:

Under the close supervision of the Building and Grounds Maintenance Worker III, II, or Crew Leader, and/or Service Supervisor, perform basic manual work maintaining City buildings and grounds and related work as required.

QUALIFICATIONS:

- Completion of high school, or equivalent GED, and/or vocational school.
- Minimum two to five (2-5) years in building and/or grounds maintenance experience at City of Green or other employment with at least one (1) year in each (building maintenance and grounds maintenance). Grounds maintenance should include some landscaping experience.
- Requires Class B Commercial Driver's license (CDL), and incumbent(s) must be able to qualify for and remain insurable under the City's vehicle insurance policy.
- A tanker endorsement (or N endorsement) is an additional certification needed on the CDL license to haul loads of liquid cargo.
- The following Certifications for a Level I are preferred:
 - A Certified Pool Operator (CPO) License
 - An Ohio Pesticide Operator License
 - A Playground Safety Inspector certification (CPSI)
- International Society as Certified Arborist is preferred.
- Prefer a trade or professional certificate in one of the following: electrical, plumbing, building maintenance, HVAC, carpentry, or associate degree in a related topic not included in the above qualifications and approved by Human Resources.
- Project management skills are essential; thus, experience in project oversight will likely be beneficial. Prefer a work background that includes property management, custodial services, or related experience in vendor/contractor management.

ESSENTIAL JOB FUNCTIONS:

- Prepare and maintain grounds including athletic fields, sports courts, cemeteries, and other City properties.
- Remove/shovel snow and ice from building walkways, steps, and parking lots.
- Clean, pick up and sweep litter. Rake leaves.
- Mow lawns including trim and edge around walks, flower beds, walls, etc.
- Plant grass, flowers, trees, and shrubs. Prune shrubs and trees to shape and enhance growth. Weed grass and flower bed areas.

- Perform general building maintenance to include cleaning buildings, sweeping floors, replacing light bulbs & filters, replacing ceiling tiles, cleaning gutters, painting, transporting equipment and furniture.
- Operate and transport equipment such as mowers, tractors, skid-steer, etc.
- Clean up work sites upon completion of projects.
- Service and maintain tools and equipment utilized.
- Inspect equipment prior to use to ensure safe operation.
- Prepare and submit accurate work-related records; labor hours, materials used, and project cost estimates.
- Perform basic repair and maintenance.
- Work at various City events and programs.
- Assist semi-skilled and skilled building and grounds maintenance workers as necessary; assist other departments as needed.
- Perform other related duties as directed or assigned to promote the safe, effective, and efficient operation of the Division.

KNOWLEDGE, SKILLS & ABILITIES (*indicates developed after employment):

Knowledge of: General /unskilled building and grounds maintenance and repair practices, tools, and equipment (carpentry, painting, grounds maintenance, etc.); safety practices and procedures; division policies and procedures*; building cleaning practices, supplies and equipment.

Skill in: The use and care of hand tools, power tools and shop equipment.

Ability to: To use building cleaning supplies economically and efficiently; understand oral and written directions; establish and maintain effective working relationships with associates; read and write; perform heavy manual work; work independently; collect, analyze, and interpret data; follow detailed instructions; work under adverse weather conditions. Exert 50-100 pounds of force occasionally (up to 1/3 of the time), and /or 25-50 pounds of force frequently (from 1/3 to 2/3 of the time) and/or 10 to 20 pounds of force constantly (2/3 or more of the time) in order to lift, carry, push, pull, or otherwise move objects; operate/utilize simple tools and equipment, operate light motorized equipment and prepare routine work-related records.

PHYSICAL DEMANDS STRENGTH RATING:

In accordance with the U. S. Department of Labor physical demands strength ratings, this is considered heavy work.

APPROVALS: (Include Name, Title, and Date Approved by HR, Supervisor and Director)

Pam Serina	HR Manager	3/1/2022
Valerie Wax-Carr	Director of Public Service	3/1/2022
Britton, Perrine, Robbins	Service Supervisor	2/25/2022
BARGAINING POSITION: Provided to AFSCME on 3/1/2022		

CREATED & REVISIONS:

Legislation #:	R	Legislation Date:	3/8/2022
Revision Dates:	11/2014, 01/2015, 3/8/2022		



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DEPARTMENT: PUBLIC SERVICE
DIVISION: PARKS & RECREATION
GRADE:
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: AFSCME
CIVIL SERVICE: CLASSIFIED

JOB SUMMARY:

Under general supervision, performs Building and Ground Maintenance Worker I responsibilities and semi-skilled and skilled building and grounds maintenance and repair work.

QUALIFICATIONS:

- Completion of high school, or equivalent GED, and/or vocational school.
- Minimum five (5) years in building and/or grounds maintenance experience at City of Green or other employment with at least two (2) years in each (building maintenance and grounds maintenance). Grounds maintenance should include some landscaping experience.
- Requires Class A Commercial Driver's license (CDL), and incumbent(s) must be able to qualify for and remain insurable under the City's vehicle insurance policy.
- A tanker endorsement (or N endorsement) is an additional certification needed on the CDL license to haul loads of liquid cargo.
- The following Certifications for a Level II are required prior to completion of the probationary period. If in progress but not complete, the probation period may be extended:
 - A Certified Pool Operator (CPO) License
 - An Ohio Pesticide Operator License
 - A Playground Safety Inspector certification (CPSI)
- International Society as Certified Arborist is preferred.
- At the time of application, must have proof of enrollment or completed coursework in at least one trade or professional certificate in one of the following: electrical, plumbing, building maintenance, HVAC, carpentry, or associate degree in a related topic not included in the above qualifications and approved by Human Resources.
- Project management skills are essential; thus, experience in project oversight will likely be beneficial. Prefer a work background that includes property management, custodial services, or related experience in vendor/contractor management.

ESSENTIAL JOB FUNCTIONS:

- Perform all the duties of Building & Ground Maintenance Worker I.
- Perform general and semi-skilled interior and exterior building and grounds maintenance and repair work.

- Plan for and execute semi-skilled work in electrical, lighting, painting, plumbing, heating/air conditioning and carpentry.
- Treat lawns, trees, and shrubs with fertilizers and insecticides.
- Contribute to the safety and beautification of park grounds by maintaining splashpad and periodically inspecting playground equipment.
- Identify and evaluate the need for additional maintenance, repairs, and grounds upkeep.
- Prepare a list of materials needed for projects and obtain quotes from suppliers.
- May oversee the work of less skilled worker(s) assisting with projects.
- Submit accurate labor hours and materials associated with projects.
- Provide input on the most cost effective and quality driven approach to building & grounds projects.

KNOWLEDGE, SKILLS & ABILITIES (*indicates developed after employment):

Knowledge of: Semi-skilled and skilled building and grounds maintenance and repair practices, tools, and equipment (carpentry, electrical, plumbing, HVAC, etc.); safety practices and procedures; division policies and procedures*; building cleaning practices, supplies and equipment.

Skill in: The use and care of hand tools, power tools, and shop equipment.

Ability to: Collect, analyze and interpret data; follow detailed instructions; lift and move heavy objects; effectively interact with others; read blueprints; operate light motorized equipment; communicate effectively and prepare accurate documentation; exert 50-100 pounds of force occasionally (up to 1/3 of the time), and /or 25-50 pounds of force frequently (from 1/3 to 2/3 of the time) and/or 10 to 20 pounds of force constantly (2/3 or more of the time) in order to lift, carry, push, pull, or otherwise move objects; operate/utilize simple tools and equipment, operate light motorized equipment and prepare routine work related records.

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