

DPW Worker Semi-Skilled (Building and Grounds Maintenance Worker)**Definition:**

Works under the direction of the DPW Director. May also receive assignment direction from the DPW Foreman. Performs manual and semi-skilled labor including maintenance work, building setup, basic and heavy duty cleaning for janitorial services and repairs and minor improvements for Town Hall, Police Department, Library, Public Works and Historic Storage Building.

Distinguishing Characteristics:

Work is technical in nature and requires the performance of manual labor in performing a variety of maintenance, building setup, and cleaning tasks. Also assists in snow plowing and snow shoveling as needed.

Work activities are varied but standardized in nature requiring the following of standard practices and approaches to tasks. Unusual problems or situations are referred to the DPW Foreman or DPW Director for resolution. Work is inspected periodically for completeness, quality and economy of operation.

Errors may require the employee to perform rework and cause minor disruption to activities or operations.

Contacts are with co-workers in providing/receiving information. Requires working cooperatively with others and responding with courtesy and tact.

Work is performed in a variety of settings – both inside and outside. There is exposure to weather extremes. Requires working outside of normal scheduled work hours to respond to emergency situations, such as plowing and sanding to maintain street access. Work requires significant physical effort.

Examples of work:

Regular general cleaning including: Vacuums, sweeps offices, lobby, meeting rooms and public areas. Dusts furniture, windowsills, blinds, and furniture in offices, meeting rooms, public areas and other areas as defined by building supervisor.

Sets up conference rooms for daily/evening meetings and classes. Cleans wood floors for events and classes in large halls.

Cleans all bathrooms to include fixtures (sinks, toilets, lights and mirrors, walls and floors.) Restocks paper goods and soap in all bathrooms. Keeps track of janitorial supplies and requests reorders as necessary. Purchases supplies and services to perform job as needed and approved by the building supervisor. Stores related repair and maintenance products safely. Maintains tools and equipment properly.

Removes trash to appropriate locations. Removes paper for recycling to appropriate location. Transports solid waste to transfer station. Removes old equipment and furniture from buildings as appropriate under direction of building supervisor.

Performs and tracks routine maintenance for building interiors and exteriors. Replaces light bulbs, repairs wallboard, patches/repairs walls and trim, light plastering repairs, painting, sanding, light plumbing repairs including toilets and faucets, sumps; arranges and supervises septic pumping. Maintains routine items in the HVAC systems. Works with Director of Public Works to coordinate work with the building inspector, electrical and plumbing inspectors, and fire inspector if specialized repairs appear to be required. Tests alarm systems for buildings on a regular basis. Repairs furniture.

Washes floors and walls. Cleans carpeting on occasion. Cleans windows and glass doors. Operates equipment used for heavy duty cleaning on occasion. May secure rental for such equipment.

Cleans entranceways, shovels snow and sands walks as necessary. Cuts lawns and trims shrubbery.

Cleans publicly used kitchens including sinks and other appliances. (This is not the daily employee related kitchen cleanup but the major cleaning at least quarterly.)

Delivers heavy packages to other buildings as needed. Moves office furniture and equipment for heavy duty cleaning and other reasons. Moves files to long-term storage areas.

Sweeps Police Station garage quarterly.

Secondary Responsibilities:

Assists in snow plowing, snow blowing and shoveling, as needed.

Assists with bulk mailings for the Board of Selectmen, Tax Collector, Town Clerk and the Council on Aging.

Performs other position related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:*I – Education and Experience*

Duties require knowledge of building systems operations and building maintenance and cleaning methods. Equivalent to high school graduation or on-the-job learning time.

*II- Required Knowledge, Ability and Skills*Knowledge:

General knowledge of maintenance and repair methods, materials and equipment. Good knowledge of building condition evaluation. General knowledge of normal safety precautions when working with commercial rated cleaning products that may require the use of safety clothing, such as gloves or safety glasses. Good knowledge of traffic and safety rules, and accident prevention practices.

Ability:

Ability to follow oral and written instructions; good physical condition to perform heavy labor.

Skills:

Skill in operating hand tools, power tools, heavy duty cleaning equipment and equipment such as a snowblower and lawn mower. Skill in operating Class D vehicles and other vehicles in a variety of weather conditions safely. Skill in making minor repairs and adjustments to related equipment.

III – Special Requirements

Valid Class D Drivers License

IV – Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Requires continuous walking and standing, and occasional climbing; frequent periods requiring sustained uncomfortable physical positions. Frequent and extended periods of outside work, subject to all weather conditions and extremes. Operates equipment, which causes loud noise levels and high vibrations. Exercises caution when operating heavy equipment or handling toxic chemicals or other materials. Utilizes proper sanitary precautions when handling trash, garbage and other potential biohazards or other materials related to repairs and maintenance. Ability to shovel snow off sidewalks and public areas where vehicular equipment may not be able to access.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry, push/pull and position heavy objects (normally up to 60 pounds utilizing proper mechanics and techniques.

The employee must have good vision to read instructions, instruments and road signage and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____