



<b>Job Title:</b>	Building and Grounds Worker
<b>Department:</b>	Full Time Property Management
<b>Pay Grade:</b>	301
<b>FLSA Status:</b>	Non-Exempt

## **JOB DESCRIPTION**

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

This position performs semi-skilled and skilled work in performing maintenance and repair work for the Richland County Recreation Commission (RCRC). Work involves maintaining and repairing public buildings, equipment, and grounds; operating a variety of light automotive, construction, landscaping, and farm equipment; performing work related to various trades such as carpentry, plumbing, water and sewer lines, cast in place concrete, and roofing; operating trucks and commercial turf mowers; and moving equipment and furniture among facilities. This position also inspects equipment and vehicles making minor repairs or adjustments on them and performs manual work such as cleaning and trash pickup.

## **ESSENTIAL JOB FUNCTIONS**

- Performs repairs to playground equipment, fencing, water lines, and structural building components; operates maintenance vehicles.
- Constructs and maintains athletic fields, including preparation of playing surfaces.
- Operates landscaping equipment such as push mowers, weed eaters, backpack blowers, edgers, and hedge trimmers; operates a variety of powered tools/equipment for park maintenance.
- Follows-up on assignments, both oral and written instructions.
- Assists in daily clean up and debris removal at park sites.
- Performs general repairs and performs daily maintenance.
- Driving to and from different locations within the Agency.
- Assists with new installation/replacement of turf, trees, and shrubs.
- Conducts daily inspections on equipment and vehicles being used; makes minor repairs or adjustments as needed.
- Drives job related vehicles.
- Performs construction and repairs requiring carpentry, masonry, baseboard, concrete, VCT tile, and/or painting knowledge and skills.
- Locks and secures tools.
- Provides quality customer service.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or GED.
- One (1) year of related work experience in operating light construction/landscape equipment and performing construction/building/grounds maintenance work.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of safety procedures, rules, regulations, and policies when using equipment.
- Knowledge of playground maintenance.
- Knowledge of surface preparation for painting and application of protective coatings to wood, concrete, and steel finishes.
- Knowledge of pool maintenance procedures and upkeep.
- Knowledge of irrigation systems maintenance, installation, and repairs.
- Knowledge of construction, maintenance, and upkeep of sports fields.
- Knowledge of making repairs to commercial fencing.
- Knowledge of routine services, upkeep, and repairs of assigned equipment.
- Knowledge of building maintenance and custodial functions.
- Skill in operating vehicles and power equipment for assigned position.
- Ability to follow oral and written directions.
- Ability to apply mechanical aptitude.
- Ability to establish and maintain effective working relationships and work as a team member.

**CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.
- Holds (or obtains within required time frame) any licenses/certifications required to operate vehicles and equipment to perform this job.

**PHYSICAL DEMANDS**

The work is very heavy work and requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects; work may also require balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, perceiving sounds at normal speaking levels, distinguishing among sounds, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by spoken word, shouting above noises, visual acuity in color/observations/equipment/inspections, and walking.

**WORK ENVIRONMENT**

Work is typically performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others. Requires working extended hours including weekends and being exposed to various climatic conditions.

*Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.*