

COUNTY OF AMELIA

POSITION DESCRIPTION

JOB TITLE: Maintenance Worker/ Buildings & Grounds
IMMEDIATE SUPERVISOR: Maintenance Supervisor
LOCATION: Public Works Facility

PAYGRADE:
FLSA STATUS: Non Exempt
FULL/PART-TIME: Full Time

GENERAL DEFINITION OF WORK

- Under the general direction of the Maintenance Supervisor, performs general maintenance of County owned buildings, grounds and vehicles. Including lawn maintenance, minor repairs and work on public utilities.

ESSENTIAL FUNCTIONS

- Cuts grass, trims and weeds according to a prescribed schedule.
- Applies pesticides and fertilizer as needed to county property.
- Performs painting, minor repairs and housekeeping duties to maintain County buildings in excellent condition for use by employees as well as the public.
- Makes minor repairs and performs general maintenance on county vehicles.
- Assists with ice and snow removal when necessary.
- Assists Utilities Department employees when necessary.
- Maintains a safe work environment.
- Performs other varied buildings and grounds duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Possesses the experience and ability to operate trucks, dump trucks, mini-excavators, lawn maintenance equipment, power tools.
- General knowledge of buildings and grounds maintenance practices.
- The ability to safely operate buildings and grounds equipment.
- The ability to work with other County employees as well as the general public to accomplish assigned tasks.

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED.
- General knowledge of lawn maintenance.

- General knowledge of building maintenance.
- Possession of a valid Virginia Driver`s License.
- Must obtain a Hazard Materials Awareness Certification within twelve months of employment.
- Must obtain First Aid and CPR certifications within the first twelve months of employment.

PHYSICAL CONDITIONS AND NATURE OF WORK

- This is a physically demanding position requiring standing, kneeling, stooping for extended period of time on occasion to maintain and repair county facilities.
- Requires work outside in varied and, at times difficult, weather conditions.
- Requires the lifting of up to fifty pounds regularly and up to one hundred pounds occasionally.
- This work involves on call duties at night and on weekends when required by conditions or circumstances in the county.
- Occasional possible exposure to blood borne pathogens requiring care in handling
- Must have good hearing, visual acuity and color vision.

EVALUATION:

- Performance will be evaluated on the abilities demonstrated and effectiveness with which the employee accomplishes the listed responsibilities.