

City of Fenton
Job Description

Job Title	Building and Grounds Technician Assistant
Department:	Public Works
Reports to:	Building and Grounds Technician
Description Date:	January 2006
Revision Date:	September 2017, April 2021, March 2023
Pay Grade:	9 (\$39,003 - \$48,065 - \$57,128)
Status:	Full-Time/Non-Exempt

Summary

Assists and performs manual, semi-skilled, and skilled labor in the maintenance and repair of City buildings, facilities, and grounds. Prepares work site and ensures work is performed in a safe and acceptable manner. Responds to emergency calls and assists with disaster duties including storm damage clean up and repairs and snow and ice removal.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel from site to site assisting in the periodic inspection of City buildings, facilities, and grounds to determine maintenance and necessary repairs and suggests further improvements and construction projects for consideration;
- Assists and perform to ensure quality and quantity of maintenance, repairs, and improvements of building, facilities and grounds including but not limited to electrical, HVAC, plumbing, and refrigeration systems (*not requiring journeyman level skills*);
- Responds to emergency service calls; assists with storm damage clean up and repairs, snow and ice removal, and flood proofing;
- Assists with moving loading, unloading and storing supplies, furniture and equipment;
- Assists in roof maintenance, inspect condition of roofs, clean roof gutters and drains;
- Assists in parking lot lights, install and repair lamps, ballasts and covers;
- Assists in and maintains records of preventative maintenance schedules and repairs including the general exterior cleanup of facilities;
- Assists in and maintaining an inventory of preventative maintenance items and parts;
- Assists in Overseeing outside contractors to ensure proper workmanship and safety procedures are followed;
- Performs repairs and maintenance pertaining to all City buildings, facilities, shelters, and park restrooms;
- Assists in routine cleaning, vacuuming, mopping, dusting, waxing, buffing, washing windows, emptying trash receptacles, cleaning bathrooms, as well as general cleanup of the exterior of the facilities;
- Receives assignments from supervisor and ensures materials, tools, and equipment are delivered to the work site in a timely manner;
- Assists Public Works Maintenance Crews as needed; and
- Other duties as assigned.

Supervisory Duties

In the absence of the Buildings and Grounds Technician, performs functional supervision of Building/Grounds Maintenance staff, including both part- and full-time employees. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

Education and Experience Required

High School Diploma or equivalent with three (3) to five (5) years' experience in public works, construction, or mechanical knowledge. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Must possess and maintain a valid, current Driver's License (CDL encouraged). May be required to obtain and retain a Certified Playground Safety Inspection (CPSI).

Knowledge, Skills, and Abilities

Knowledge of:

- Building repair and maintenance;
- Plumbing, HVAC, and electrical repair;
- Pool operations;
- Equipment and appliance repair;
- Knowledge of proper safety techniques and procedures while using chemicals, power tools, hand tools and equipment;
- General cleaning practices and procedures; and
- Safety practices and guidelines.

Ability to:

- Work independently and efficiently without routine supervision with frequent interruptions during periods of high volume while meeting deadlines;
- Work days, evenings, and weekends;
- Safely operate City equipment, including but not limited to, snowplow, bucket truck, and forklift;
- Basic ability to read, interpret and work from blueprints, drawings, or oral instruction on a variety of structures related to the construction project;
- Effectively communicate daily work assignments;
- Solve practical problems and deal with a variety of variables, mostly standardized, but some unique situations;
- Work independently and efficiently without routine supervision;
- Comply with all City and Department policies and procedures;
- Perform physical labor for extended periods; and
- Promote a positive representation of the City of Fenton.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. May be exposed to wet, humid, hot, and cold conditions (non-weather). The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, precipitation, and humidity. May work near moving mechanical parts, in high and precarious places, around fumes or airborne particles and toxic or caustic chemicals, and may be at risk for electrical shock, vibration, and loud noise levels.

Physical Requirements

Regularly required to stand, walk, climb, balance, stoop, kneel and crouch; frequently required to drive and operate mechanical equipment. Requires clarity of vision, three-dimensional vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally required to lift and carry up to fifty (50) pounds and/or push/pull a four (4) wheel cart up to three hundred (300) pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature

Date