



Job Description

Job Title	Buildings & Grounds Assistant	Department	Public Works
Reports to	Buildings & Grounds Foreman	Salary Level	VI
Classification	Non-Exempt	Revision Date	05.01.14

I. General Description

This position is responsible for assisting the Building and Grounds Foreman with the maintenance of City buildings and grounds.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Perform skilled labor using hand and power tools.
2. Maintain and improve buildings, boilers, plumbing and minor electrical work.
3. Install fencing; mow lawns; paint; install vinyl siding; rake; clean and general lawn care.
4. Assists with the maintenance of entryway snow removal and sanding on City facilities.
5. Assists with lawn maintenance and landscaping and trash removal for all City facilities.

IV. Knowledge, Skills and Abilities:

Knowledge:

This position requires proficiency in the following areas:

1. In at least one of the following trades: carpentry, plumbing or roofing.
2. Use of construction tools, including, but not limited to: plate compactor, grinder, and saws, gas powered chain saw, skills saws, carpentry tools, mechanical tools, plumbing tools and electrical tools.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must be aware of the dangers of working around asbestos.
2. Must be able to be certified in NFPA Standards, Sprinkler and Alarm system maintenance. Refrigeration level II.
3. Basic skills in the use of personal computers.
4. Interact with the public in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.



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V. Work Environment and Physical Effort

The Building and Grounds Assistant can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Building and Grounds Assistant will have to work in all weather, and must be prepared for both extreme heat and cold. The Building and Grounds Assistant occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

The Building and Grounds Assistant must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. Minimum of High school diploma or General Equivalency Degree (GED).
2. Continued education in the form of seminars and courses in maintenance and safety related subjects is desirable.

Experience:

1. Have a minimum of three (3) years experience in buildings and grounds maintenance consistent with the knowledge, skills and abilities described herein.
2. Must have a valid Alaska Drivers License.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Must be able to be certified in National Fire Protection Association Standards (NFPA), Sprinkler and Alarm system maintenance, and Refrigeration Level II within 12 months of employment.
3. Certified in Confined Space and HazWoper training.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full time employment, non-exempt position.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____