

TOWN OF HILDEBRAN BUILDING AND GROUNDS MAINTENANCE WORKER

GENERAL DEFINITION OF WORK:

Performs skilled and semi-skilled work participating in the maintenance, cleaning, and repair of buildings, facilities, grounds, park, and facility systems; does related work as required. Work is performed under the regular supervision of the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing major and minor building repair, cleaning, upkeep, and maintenance tasks; performing a variety of landscaping and grounds maintenance activities; securing maintenance and repair supplies and equipment; operating, maintaining and repairing equipment.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participates in the maintenance, cleaning, and repair of: auditorium, community center, gym, municipal complex, Hildebran Community Park (HCP), HCP pavilion, HCP depot, Royal Park (RP), RP restrooms/concession stand, RP maintenance building, town hall and any other properties owned by the Town.
- Turn in weekly facility reports for: auditorium, community center, gym, municipal complex, park, depot, and town hall.
- Works with plumbing, HVAC and electrical contractors retained to work on facility systems; troubleshoots, repairs and maintains building/facility systems including HVAC/Boiler/Chiller systems; utilizes energy monitoring and control systems.
- Repairs windows, doors, etc.; performs basic carpentry and plumbing repairs, and any other building maintenance repairs as needed.
- Mows grass and performs other grounds and landscaping tasks at the Royal Park; trims around Town Hall; paints buildings, doors, windows, etc.; hangs doors.
- Maintains, edges, and addresses weeds/overgrowth along all sidewalks in Town.
- Participates in set-up and break-down of equipment, tables and chairs for various functions.
- Inspects and performs cleaning of all town facilities/rentals on a weekly basis.
- Inspects recreation and rental facilities post-rentals for rental compliance, and performs any necessary cleaning of rentals when renters fail to do so.
- Reports uncleaned and/or damaged rentals to Town Clerk immediately following a failed inspection.
- Responds to work orders for buildings and grounds maintenance, cleaning and repair jobs; determines/estimates materials for jobs.
- Orders, picks-up and delivers supplies.
- Maintains records and files.
- Orders, installs and maintains all 911 address signs and any other street signage managed by the Town.
- Puts out grass seed, lime and/or fertilizer during Spring and Fall.
- Performs other related tasks as required by the Town Manager (i.e. checking fire extinguishers monthly).

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance, cleaning, and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; skill in the use of hand and power tools; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to make decisions within scope of responsibility; knowledge of landscaping practices; knowledge of ability to maintain records and files.

CERTIFICATIONS, EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in building maintenance and repair programs. Possession of, or ability to obtain within 6 months of employment, Ornamental & Turf Pest Control (L) license and Right-of-Way Pest Control (H) license.

PHYSICAL REQUIREMENTS:

This is medium to heavy work requiring exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

SALARY & BENEFITS:

The hiring range for this position is **\$47,500 to \$50,000**.

The Town of Hildebran is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. The Town of Hildebran contributes an actuarially determined percentage of the gross payroll of members each month.

The Town of Hildebran pays 100% of the following premiums:

- Health Insurance – Employee
- Vision Insurance – Employee
- Dental Insurance – Employee
- Short-Term Disability
- Long-Term Disability
- Life AD&D

The Town of Hildebran provides for the following paid leave options:

- 12 Paid Holidays Per Year
- Annual Leave earned on a sliding scale based on years of service
- 12 Sick Leave Days Per Year

SCHEDULE:

Normal schedule is Monday through Friday, 8:00 AM to 5:00 PM, with some variation dependent on town events. Schedule may be modified during the summer months (June through August) to work 7:00 AM to 4:00 PM.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.