



## JOB DESCRIPTION

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**JOB TITLE:** Seasonal Building and Grounds Maintenance Worker

**DEPARTMENT:** Potter County Maintenance

**SUPERVISOR'S TITLE:** Potter County Facilities Supervisor

**JOB CLASS:** non-union

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### SEASONAL PART-TIME MAINTENANCE

#### GENERAL DESCRIPTION

A Part-Time Seasonal Building and Grounds Maintenance Worker is a semi-skilled worker and responsible for performing general maintenance tasks, including lawn care, minor building repairs, and equipment upkeep. The ideal candidate will have experience in groundskeeping, basic repairs, and general facility maintenance.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

Work involves primary responsibility knowledge in several trades. A Building and Grounds Maintenance worker exercises semi-technical independence in determining work methods and procedures, as well as receiving assignments orally or through written instructions.

#### THE PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform lawn care duties, including mowing, trimming, and weed-eating.
- Assist with minor building repairs and general upkeep of county facilities.
- Maintain and repair small equipment used in grounds and building maintenance.
- Perform basic cleaning and maintenance tasks as assigned.
- Assist with seasonal projects and other duties as needed by the Maintenance Department.
- Follow all safety guidelines and procedures while performing duties.

#### QUALIFICATION REQUIREMENTS

##### KNOWLEDGE AND ABILITIES:

- Must be at least 18 years old.
- Must have a valid drivers license.
- Previous experience in maintenance, landscaping, or a related field is preferred but not required.
- Ability to operate lawn care equipment, such as a mower, trimmers, and weed eaters.
- Basic knowledge of hand tools and minor equipment repair.
- Ability to work independently and follow instructions.
- Physical ability to perform manual labor, including lifting, bending, and standing for extended periods.



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### PHYSICAL REQUIREMENTS:

- Must be able to move, operate, lift, and store specialized equipment that includes, but is not limited to, hand tools, shop machines, and power tools.
- Must be able to frequently perform lifting and carrying of tools, equipment, parts, and other items weighing up to 100 pounds.
- Must be able to complete tasks that may require bending, twisting, climbing, squatting, crouching, and balancing.
- Must be able to enter frequently and exit vehicles that are high off the ground
- Must be able to spend 100% of the day standing and or walking on surfaces such as concrete, metal and gravel.
- Must be able to spend 100% of the day exposed to heat, cold, water, dust, irritants, etc.
- Must be able to be exposed to and work with hazardous materials.
- Must be able to pass random drug and alcohol tests.
- Must be able to work in high locations

### HOURS:

Monday – Friday - Hours will vary depending on the weather. 8-hour workday with ½ hour (unpaid) for lunch. Up to 29-hour work week;

**PAY RATE AND BENEFITS:** \$13.50-\$15.50 based on experience.