

# Limington Department of Public Works

18 Axelsen Rd  
P O Box 240 Limington, ME 04049

Administrative Policy: 04-01

Position Title: Building and Grounds Technician

Reports to: Public Works Director

## General Summary:

The Building and Grounds Technician is responsible for the overall operation of the Public Works Building and Grounds division, providing for the maintenance and repair of Town buildings and grounds. This position operates under the general guidance and direct supervision of the Public Works Director. Work is evaluated through observation, review and reporting.

## Essential Functions:

- Assists the Public Works Director in developing and administering the building and grounds maintenance budget and managing departmental resources.
- Provides emergency on-call response; make minor building, plumbing and electrical repairs as necessary.
- Schedules and inspects work to ensure buildings and grounds are clean, in good repair and in safe condition.
- Trains employees in the safe and proper use/operation of equipment.
- Maintains records on each municipal building: tracks maintenance expenditures, generates purchase orders, and maintains cleaning supply inventory.
- Schedules inspections and routine maintenance of security and sprinkler systems, boilers, equipment, buildings etc.
- Mows, rakes, trims and maintains all cemeteries and municipal building grounds.
- Uses proper safety and operational procedures when using brush chipper, leaf vacuum, weed trimmer, mower, chainsaw, hand tools and other tools and equipment.
- Assists with set up for elections, meetings, and special events.
- Picks up building supplies and other maintenance supplies, as needed.
- Operates pickup trucks or dump trucks for snow plowing, salting, sanding, shelving, and cleanup after storms.
- Performs routine preventative maintenance of equipment including checking fluid levels, air pressures, and lubrication.
- Performs proper safety procedures and proper operation of all equipment.
- Assists the Public Works Director in preparing specifications for equipment bids and capital improvement plans for buildings and grounds.
- Provides support, including plowing, to the highway division when needed.
- Carries Town phone for regular and after-hours emergencies.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.
- Prepares and submits to the Director weekly written reports of work performed and planned.

#### Other Duties/Responsibilities:

- Perform other duties as assigned in support of the Department of Public Works.

#### Competencies:

- Basic working knowledge of carpentry, electrical, HVAC, and plumbing systems;
- Basic knowledge of maintenance and grounds maintenance equipment;
- Ability to follow established operating and safety procedures;
- Ability to correctly follow oral and written instructions;
- Knowledge of, and experience with cleaning and maintenance procedures;
- Knowledge of various testing equipment;
- Ability to diagnose and make minor repairs to buildings and equipment;
- Excellent oral and written communications skills;
- Commitment to safety procedures and departmental policies;
- Ability to work independently; and
- Ability to develop and maintain working relationships with employees, other supervisors, Department Heads, public officials and the general public.

#### Required Education/Experience:

- High school diploma or equivalent;
- Experience performing basic landscaping tasks;
- Mechanical ability and familiarity with hand tools and powered yard maintenance equipment;
- Experience with snow removal and winter road maintenance responsibilities;
- Valid State of Maine driver's license, Class B or A;
- Five (5) years' experience as in building and grounds maintenance; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

#### Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, federally mandated drug and alcohol test, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Knowledge of and ability to use all office equipment - i.e. computer, calculator, photocopier, phone and FAX machine.
- Experience using Microsoft Office software.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

#### Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**EEO Statement:**

The Town of Limington provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.