

Town of Provincetown, Massachusetts
GRADE 6 AFSCME UNION POSITION
DPW Building & Grounds Maintenance Staff Job Description

Definition:

Skilled manual work involving the maintenance of all Town buildings, surrounding grounds, Town owned grounds, i.e. islands, parks, parking lots, roadsides; to include, Town owned Cemetery and any related tools and equipment.

Distinguishing Characteristics:

Works under the direct supervision of the Buildings & Grounds Repair & Maintenance Foreman and indirectly under the Public Works Administration.

Performs skilled maintenance on all Town owned buildings and grounds requiring a moderate measure of responsibility and judgement in determining methods of completion.

May supervise employee's who perform custodial duties and/or same duties. Hours and days may vary depending on projects and season.

Makes frequent contacts with other town departments and the general public.

Errors could result in significant and costly damage to buildings, grounds and equipment, personal injury, create hazards to public safety and cause some monetary loss.

Constant light to heavy physical effort required in performing duties which consists of; frequent lifting, moving heavy furniture and equipment, standing, kneeling, climbing ladders/stairs, shoveling, raking and any other efforts needed in performing your duties.

Examples of Work:

Performs building maintenance to all Town owned buildings, such as; simple electrical, carpentry and plumbing repairs; repairs to walls, doors, floors, carpeting, furniture, shelves, painting, staining, patching and any other related duties as may be required.

Performs grounds maintenance to all Town owned grounds, such as; mowing grass, trimming hedges, edging, weeding, weed whacking, brush cutting, planting, raking, picking up litter, shoveling dirt and/or snow, and any other related duties as may be required. (All plantings will be done by the maintenance staff with assistance from the Beautification Committee).

Under the supervision of the foreman monitors septic systems, fire sprinklers, smoke alarms, heating systems, elevators, air conditioning, generators, lights, furnace and radiators; performs minor electrical, heating mechanical system and carpentry repairs. Monitors all restrooms to determine if plumbing is functioning properly; repairs toilets, sinks, hand rails, changing tables and any other related items as necessary.

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Performs minor repairs to furniture, buildings and maintains and repairs equipment such as; lawn mowers, weed whackers, vacuum cleaners and other such related equipment.

Performs other similar or related duties as required or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High school graduate; three to five years experience in building, grounds and equipment repairs and maintenance; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

General knowledge of electric, plumbing and carpentry skills; ability to do minor repairs on equipment, such as; mowers, weed whackers, cleaning machines, etc. Ability to perform light to heavy physical duties, ability to assess and perform minor mechanical repairs, to include; heating systems, generators, and related equipment. Must possess a Class D license.

Licenses associated with the Building Trades (Construction Supervisor, Journeyman Electrical, Master Plumber, Certified Welder, ect) are not a requirement for this position.