

FREMONT SANITATION DISTRICT JOB DESCRIPTION

TITLE: Part-Time Seasonal Buildings and Grounds Worker

PAY GRADE: PT-1 (Hourly Range \$12.56 - \$14.44)

DEPARTMENT: Buildings and Grounds (14)

SUPERVISOR: Facilities Maintenance Specialist

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The seasonal Buildings and Grounds Worker reports to and assists the Facilities Maintenance Specialist by performing unskilled to semi-skilled work in a variety of areas pertaining to cleaning, maintenance, and landscaping of District facilities which includes operation of electric-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment. This position will normally work Monday through Thursday, with a maximum of 28 hours per week.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Six (6) months relevant experience preferred

LICENSURE/CERTIFICATION REQUIREMENTS:

- Current valid Colorado "R" Driver's License.

EMPLOYMENT REQUIREMENTS:

- Upon offer of employment, will be subject to a pre-employment background check, including employment references, criminal history, and driving record review.
- Employee may be required to successfully pass (100%) a safety-related test conducted by the District within (3) months of employment.
- All employees of the District will be required to follow all rules and guidelines as outlined in the District's Personnel Manual and Safety Manual and programs
- Regular attendance and punctuality are essential to this position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive, and employee may be called upon to perform other duties and special assignments which may be outside of the primary areas of employment.

- Performs regular and directed grounds and landscape maintenance by planting grass, flowers, and ground cover; mowing lawns; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds; and pruning and trimming trees and shrubs.
- Assists in the adjustment, repair, replacement, and installation of irrigation equipment
- Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, ditches, etc. for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, and transporting trash to designated central collection points on a daily basis.
- Empties, cleans, and disinfects office and outdoor trash receptacles on a regular basis
- Assists in removal of snow or ice on walkways
- Sets up for District functions requiring moving of tables, chairs, meeting equipment, etc.
- Paints fences, outbuildings, and interior walls as needed
- Performs custodial services in all District facilities following established procedures and guidelines.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The necessary knowledge, skills and abilities described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees must adequately meet or exceed expectations relating to specific job performance standards as outlined by the District.

- Understanding of occupational hazards and standard safety precautions
- Ability to use hand and power tools
- Ability to learn and follow safety procedures.
- Ability to understand and follow written and oral instructions/guidelines
- Ability to work with and take direction from others.
- Ability to communicate in a clear and concise oral and written form.
- Ability to interact in a professional and courteous manner with industry officials, customers, coworkers, vendors, contractors, technical support staff, suppliers, and those that conduct business with the District.
- Ability to work independently and demonstrate good time management skills to plan and accomplish assigned workload as required.
- Ability to work with people from diverse backgrounds and points of view as part of a team.
- Ability to organize materials and equipment to complete required tasks

WORKPLACE CONDITIONS:

While performing the duties of this job, the employee regularly works indoors and in outdoor weather conditions. The employee occasionally works near moving mechanical parts and in high and may be exposed to strong noxious odors. Employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Typical requirements are:

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; employee is occasionally required to have the ability to use the sense of smell.
- The employee must frequently lift and/or move up to 25 pounds; may occasionally lift and/or move up to 50 pounds; and may occasionally move up to 100 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.
- Must have the physical strength and dexterity to operate various power tools.
- Employee may be required to report during non-scheduled hours.

TOOLS AND EQUIPMENT USED:

The employee must have the abilities and skills to safely, efficiently, and productively operate the following items: Vehicle, hand and power tools, computer, and other equipment used in facility and grounds maintenance.