



## **JOB DESCRIPTION**

**CURRENT TITLE:** Facilities \ Grounds Maintenance Technician

**DATE:** 06/2021

**REPORTS TO:** Deputy Director

**FLSA:** Non-exempt

### **JOB SUMMARY:**

Under the direction of an assigned supervisor, performs a variety of semi-skilled tasks in the maintenance of grounds, equipment, and facilities.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Assists in maintaining the appearance, site security, and general oversight of the landfill and compost sites, including mowing, weed cutting, minor landscaping, pressure washing, fence/gate/sign repairs, painting, minor carpentry work, and collecting windblown trash and large items as needed.
2. Performs general maintenance work & inspections (e.g., carpentry, electrical, painting, plastering, minor plumbing, and HVAC, etc.) to facilities, equipment and buildings as needed. Coordinate with outside vendors as needed for maintenance assistance.
3. Clears debris by using power blowers or pressure washers to clean facility areas.
4. Assists in the cleaning of water recycling systems; inspects functioning of sprinklers and makes repairs and/or reports malfunctioning to appropriate personnel.
5. Assists with material handling and recycling areas to include tire rims, compost bagging, and wood splitting.
6. Communicates with all employees in work group/department and may respond to questions from the general public regarding services.
7. Follows safety policies and procedures.
8. Attends safety meetings and training events.
9. Performs related duties as assigned.

### **OTHER ASPECTS OF THE JOB:**

**Physical and Environmental Conditions:** Ability to sit, stand and drive a vehicle to and from various worksites.

Employee must be able to lift up to 75 pounds. Employee will be exposed to seasonal temperatures and potentially hazardous and/or contaminated materials in the course of duty. Travel across rough, uneven or rocky surfaces at the landfill. Available to work irregular hours, shifts, weekends and some holidays.

**Minimum Education, Experience and Certification:** High School Diploma or GED equivalent. Valid State of Texas Driver's License. 2 years minimum grounds maintenance experience.