



Title: Building & Grounds Maintenance Worker

FLSA Status: Non-Exempt

Department: Facilities Maintenance

Updated: 11/2022

General Definition of Work

Performs intermediate work in providing grounds keeping and landscaping services and the cleaning of buildings and facilities, and related work. Work is performed under the moderate supervision of Facilities Director.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Maintains building and grounds as needed for safety and cleanliness.
 - Mows lawn, edges sidewalks and borders; applies pesticide; prunes and trims trees; weeds flower beds.
 - Removes snow and ice from stairs, sidewalks, side paths, and parking lots.
 - Maintains and cleans floors, scrubs, mops, strips and waxes floors.
 - Scrubs and cleans restrooms.
 - Empties trash receptacles.
 - Cleans upholstery and removes stains.
 - Repairs plumbing, carpentry, and painting.
 - Maintains yard and floor equipment.
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Knowledge, Skills and Abilities

General knowledge of the use of common hand and specialized power tools; general knowledge of the safe use and operation and preventive maintenance of equipment used in landscaping grounds maintenance; some knowledge of cleaning methods, materials and equipment; skill in the use of equipment to which assigned; ability to perform labor for extended periods, occasionally under unfavorable weather conditions; ability to operate computer equipment including ability to operate specialized software; ability to compute rates, ratios and percentages; ability to understand and follow simple oral and written directions; ability to establish and maintain effective working relationships with associates.

Minimum Qualifications

High School Diploma/GED, or a combination of equivalent education and experience.

Special Qualifications

Valid driver's license in the State of Minnesota.



Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may always walk or stand.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

| Physical Exertion (Pounds) | |
|----------------------------|------------|
| Up to 10 | Regular |
| Up to 25 | Frequent |
| Up to 50 | Regular |
| Up to 100 | Occasional |
| 100 or more | Occasional |

| Environmental Exposures | |
|-----------------------------------|------------|
| Work near moving mechanical parts | Regular |
| Work in high, precarious places | Regular |
| Toxic or caustic chemicals | Occasional |
| Outdoor weather conditions | Regular |
| Extreme Cold, non-weather | Occasional |
| Extreme Heat, non-weather | Occasional |
| Noise Level | Loud |

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.