



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Building and Grounds Technician	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	7:00 am – 3:00 pm Mon - Fri	Pay Range:	County Compensation Plan
Contact Information:	740/833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for maintaining buildings and grounds, and performing minor mechanical repairs within the DCRSD. Individual reports to the Operations Manager.

Job Standards

A high school diploma or equivalent is required.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

Within one-year of employment, must obtain Ohio Department of Agriculture (Commercial Applicator License) in addition to required endorsements.

OEPA Wastewater Operator or Collection System Operator Certification is preferred.

All required licenses and certifications must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Mows grounds with riding/push mower, trims shrubs and bushes with lawn equipment;
- Plants and weeds flower beds, fence lines and spreads mulch and grass seed;
- Removes snow and ice from walkways, drives, ramps, steps, and porches;
- Reads and interprets blueprints;
- May be assigned as a relief Regional Wastewater Facility Operator following all required job functions of said position;
- Moves equipment and furniture;
- Sweeps, mops, strips, waxes and polishes floor surfaces;
- Replaces light bulbs and ballasts as needed;
- Checks, maintains, replaces batteries, light bulbs, etc., in emergency lights and exit signs;
- Performs visual checks, removal, and replacement of fire extinguishers;
- Applies finishes such as latex and oil base paints, varnishes, stains, Urethanes and epoxies for both interior and exterior locations;
- Utilizes skills in preparing surfaces by washing, power spraying, sanding, grinding, and chemical stripping;
- Performs miscellaneous projects utilizing hand tools and safety equipment;
- Responsible for the general upkeep of interior and exterior of buildings within the DCRSD;
- Cleans and maintains assigned work areas;
- Overtime as required;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.



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I. SKILLS AND KNOWLEDGE:

Equipment:

- Use hand tool, e.g., tree trimmers, ladders, scaffolds, grease gun, tire pump, battery charger, handsaw, hand trimmers, electrical equipment such as a hand held multi meter;
- Ability to use power tools including, but not limited to, drills, circular saws, jig saw, portable sanders, floor buffer, carpet sweeper;
- Ability to use machinery including but not limited to, lawn roller, weed eater, lawn mower, chain saw, tractor, rotary tiller, gas powered trimmers, skid steer, forklift, aerial lift platform;
- Ability to maintain all painting equipment such as paint brushes, rollers, spray guns, etc. by using certain chemicals and solvents;
- Individual must utilize safety equipment such as ear protection, gloves, glasses, mask respirator, hardhat, safety harness and other equipment necessary to perform duties.

Critical Skills/Expertise:

- Ability to operate equipment necessary to maintain buildings and grounds;
- Knowledge and ability to safely operate tractor;
- Knowledge of mixing gas for gas powered equipment and general maintenance and care for equipment;
- General knowledge of rules, regulations, and guidelines regarding maintaining buildings and grounds practices and procedures;
- Ability to follow written instructions regarding proper use and care of power equipment, and preparation, storage, and proper use of cleaning agents;
- Ability to incorporate basic housekeeping skills to the job;
- Ability to apply paints & stains properly;
- Ability to apply basic project cost estimates;
- Ability to work with 120 volt, single phase circuits;
- Ability to define and solve problems collects data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Ability to communicate effectively, both orally and in writing;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Ability to distinguish the different locations of each facility in the district and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.



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IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

Building and Grounds Technician

PCN#: 1192019303
Job Code: 19303
Skill Level: 3
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified

Adopted by Resolution: 3/10/14