

**Job Description**

**Job Title: Buildings & Grounds/Parks & Cemeteries**

**A. This is a union position subject to the current agreement between the Town of Mount Desert and Teamsters Union Local 340.**

**Division/Department:** Buildings & Grounds (B&G) Division of the Department of Public Works  
307 Sargeant Drive, Northeast Harbor, ME 04662

**B. Background Requirements**

1. High school diploma or equivalent.
2. Hands-on experience with the basic servicing, operation, and maintenance of the equipment described below necessary to complete the functions of the position.
3. Basic knowledge of the functions and mechanics of motorized equipment and hand tools inherent to cleaning public restrooms, portable toilets, landscaping, mowing lawns, yard work, snow removal, snow management, carpentry, plumbing, etc. to keep the grounds and buildings of the town in good condition.
4. Ability to inspect machinery and mechanical equipment to detect defects and potential problems.
5. Possess knowledge of traffic laws and ordinances involved in the operation of light trucks.
6. Possess a proven ability to operate vehicles and equipment described in Number 3 above safely.
7. Ability to assist with the management and issuance of work assignments to one to two part-time helpers.
8. Equipment and tools used included but are not limited to: Pickup truck; riding mowers, push mowers, weed whackers, landscaping equipment such as shovels, rakes, trimmers, sprinklers, hoses, carpentry, painting, plumbing, concrete work, trimmers, floor buffers and other interior and exterior equipment as needed to complete tasks of the position.
9. Possess a valid State of Maine driver's license.

**C. Candidate Characteristics/Requirements**

1. Ability to follow oral and written instructions and to work on varied work assignments.
2. Ability to establish and maintain effective working relationship with other workers and the general public.
3. Employees are subject to non-scheduled call-in work. The candidate shall be on-call throughout the year following successful completion of the required six-month probationary period or as determined by

Town management. Time off from this schedule can be requested and is based on review of the request by Town management staff.

4. Possess physical strength and ability to perform manual labor for extended periods of time on a daily basis in all types of environmental conditions.
5. Willing to work in extreme weather conditions as required by Town management.
6. Prefer the possession of a valid State of Maine Class B commercial driver's license but not required for the position.
7. Have a documented or demonstrated ability to perform skilled manual work.
8. Ability to work independently as needed without relying on others to schedule entire workload.
9. Demonstrated ability to make the best use of the time in the work shift on behalf of the Town.
10. Demonstrated initiative to stay busy, to suggest work tasks that need to be addressed.
11. To complete assigned work tasks in a timely manner, e.g., in the generally accepted time frame based on historical experience to complete same by former and current employees.

#### **D. Work Environment**

The work environment characteristics are typical to those encountered while performing the essential functions of this position.

- The employee is exposed to wet and/or humid conditions, snow, rain, and extreme variations in temperature depending upon the season.
- The employee works on ladders, on creepers, bends, lifts, pulls, etc. and is expected to be able to lift up to 50 pounds by themselves and 100 pounds with assistance from another person.
- Other typical characteristics of the profession.

#### **E. Nature of Work**

##### **Examples of Work (Illustrative Only and not all inclusive)**

1. Cleans Town office daily; empties trash cans, cleans both upstairs restrooms, vacuums entire floor, empties out small blue recycle bins.
2. Takes out trash in Police Department, sweeps and washes floors in Police Department and hallway and vacuums carpet.
3. Cleans all public restrooms year around and seasonal portable toilets during the summer season.
4. Oversees and assists in the mowing and maintenance of parks, town office lawns, etc.

5. Oversees the seeding, fertilizing, top dressing, soil conditioning, watering and the pest and weed control of Village Green and Town Office lawns.
6. Assures that all tools and equipment are properly maintained and in proper working condition.
7. Assists in the setting up and taking down of equipment, tables and chairs for public meetings, voting, etc.
8. Scrapes, paints, varnishes where needed.
9. Responds to public inquiries; provides information within scope of knowledge of position; contact supervisor when necessary.
10. Take down windscreen and nets inside tennis courts.
11. Remove screen doors/rehang screen doors.
12. Other work assigned by Town management.