

**TOWN OF
SHAFTSBURY
Job Description**

POSITION TITLE: Buildings & Grounds Maintenance Worker
DEPARTMENT: Public Works
PAY GRADE: Hourly
FLSA STATUS: Non-Exempt
EMPLOYMENT: Seasonal, 32-hours per week

SUMMARY:

To perform a wide variety of skilled and semi-skilled general building and grounds maintenance, custodial, and repair tasks.

DUTIES & RESPONSIBILITIES:

- Perform maintenance for Town buildings, facilities, furnishings, and equipment.
- Grounds and parks maintenance.
- Move and arrange furniture and equipment, as needed.
- Custodial work.
- Maintenance building infrastructure and Public Works equipment.
- Operate and maintain a variety of hand and power tools and equipment related to activities.
- Observe safe work methods and uses safety equipment; secures worksites from safety hazards as necessary.
- Assist DPW Highway crew as needed.
- Perform other duties as assigned.

SUPERVISION RECEIVED:

This position receives direct supervision from the Public Works Supervisor or Supervisor's designee.

SUPERVISION EXERCISED:

This position does not exercise supervisory responsibilities.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Basic knowledge landscape management skills, ability to use a variety of hand and power tools.
- Basic reading, writing and math skills.
- Valid Vermont State Driver's License.
- Must have knowledge of safe and proper equipment operation and preventing hazards.
- Physical ability to perform all job duties.
- Ability to work outside in all weather conditions.