

# **Frankfort Plant Board - Final Draft Building-Grounds Maintenance Worker Job Description**

**Job Code:** BG MAINT  
**Exempt:** No  
**Grade:** 100  
**Department:** Support Services  
**Reports To:** Buildings/Grounds Supervisor  
**Location:** FPB Facilities and Grounds  
**Date Prepared:** September 06, 2013  
**Date Revised:** November 21, 2013

## **GENERAL DESCRIPTION OF POSITION**

Under general supervision, performs duties in maintaining buildings and grounds; performs related work as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists supervisor with all duties required of the division.
2. Maintains buildings and grounds.
3. Mows grass at all Plant Board property, including sub-stations and clubhouse.
4. Uses pesticides; assists supervisor in maintaining records of use of pesticides.
5. Picks up litter from all Plant Board property.
6. Plants and maintains flowers, shrubs and trees.
7. Removes snow and ice from Plant Board buildings and sidewalks when necessary.
8. Performs minor building maintenance, including painting, plumbing, changing fluorescent bulbs, filter replacement, etc.
9. Assists personnel in stock room when requested, including picking up and/or delivering supplies.
10. Puts up and takes down Christmas decorations.
11. Assists garage with equipment maintenance upon request.
12. Assists in dispatch as needed.
13. Assists other departments with special requests for yard repairs.
14. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain a valid Kentucky driver's license and must maintain insurability under the FPB liability insurance coverage.

Certification Requirements: Must obtain and maintain certification from Commonwealth of Kentucky to work with restricted pesticides during first year of employment. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Not indicated.

## **INITIATIVE AND INGENUITY**

## **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

## **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

**SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: May supervise correctional workers and seasonal employees

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

**ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**ACCOUNTABILITY****FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

**PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

**EMPLOYEE CONTACT**

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to stand, walk; frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to sit, talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Subject to Random Drug and Alcohol Testing: Yes