


## TOWN OF WINDHAM

Position Title: Grounds Maintenance Worker Date: \_\_\_\_\_  
Department: Public Works Incumbent: \_\_\_\_\_  
Reports to: Building and Grounds Supervisor Supervisor: \_\_\_\_\_  
Classification: Non-exempt 6 Town Manager: 

---

### General Summary:

This is a semi-skilled manual labor position assisting the Building and Grounds Supervisor in carrying out the activities of the Building and Grounds Division in the Department of Public Works. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Building and Grounds Supervisor. Performance is based on daily observation and results.

### Essential Functions:

- Mows, rakes, trims and maintains all cemeteries and municipal building grounds.
- Uses proper safety and operational procedures when using brush chipper, leaf vacuum, weed trimmer, mower, chain-saw, hand tools and other tools and equipment.
- Performs routine maintenance on equipment as directed.
- Back fills, loams and seeds cemetery lots, sets head stones.
- Assists with set up for elections, meetings, and special events.
- Picks up and delivers food for the Food Pantry.
- Picks up building supplies and other maintenance supplies, as needed.
- Operates pickup trucks or dump trucks for snow plowing, salting, sanding, shelving, and cleanup after storms.
- Performs routine preventative maintenance of equipment including checking fluid levels, air pressures, and lubrication.
- Fills in for custodians as needed. i.e. vacations, illnesses, or other absences.
- Performs proper safety procedures and proper operation of all equipment.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

### Other Duties/Responsibilities:

- Performs other work as may be required in support of Public Works.

### Competencies:

- Basic knowledge of maintenance and grounds maintenance equipment;
- Ability to follow established operating and safety procedures;
- Ability to correctly follow oral and written instructions; and
- Ability to develop and maintain working relationships with other employees, supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Valid State of Maine CDL Class A or Class B driver's license, or the ability to obtain such within six (6) months;
- Experience performing basic landscaping tasks;
- Mechanical ability and familiarity with hand tools and powered yard maintenance equipment;
- Experience with snow removal and winter road maintenance responsibilities; or
- Any equivalent combination of education or experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license and other checks deemed appropriate by the Town.
- Participation in a federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment. (CDL only)
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting and standing for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and weather-related needs.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.