

Facilities and Grounds Maintenance Worker

A Facilities and Ground Maintenance Worker is a member of the Mendon Road Crew under the direct supervision of the Road Commissioner who in turn is supervised by the Selectboard. The Facilities and Ground Maintenance performs general maintenance and repair work on town property, buildings and grounds. These include all town cemeteries, Town Office, Town Shop (also known as the Old Town Hall), Town Garage, and the Mendon Recreation Area.

General Tasks include:

- General Ground maintenance of town cemeteries which includes, but is not limited to, spring and fall clean-up, mowing, weed whacking and brush cutting.
- Care and maintenance of cemetery stones and fences as needed.
- Assist Cemetery Commissioner in preparing for burials.
- General ground maintenance of Town Office and Town Shop which includes but is not limited to spring and fall clean-up of property, edging & weeding gardens, mulching, mowing, weed whacking, and brush cutting.
- Bi-weekly cleaning of the Town Office which includes, but is not limited to, vacuuming carpets, dusting surfaces, mopping slate and linoleum floors, clean kitchen area, clean bathroom, remove trash and recycling.
- Bi-annual cleaning of the Town Office windows.
- Other repairs and maintenance projects as required at the Town Office.
- General ground maintenance of the Town Garage which includes, but is not limited to, spring and fall clean-up, mowing, weed whacking and brush cutting.
- General ground maintenance of the Mendon Recreation Field which includes, but is not limited to, spring and fall clean-up, weekly mowing in May and June based around baseball schedule of games, continued maintenance through rest of mowing season, inspection of play structures, maintenance of sheds and dugouts, weed whacking, removal of garbage.
- Operate equipment and mechanical devices including, but not limited to, power washers, chain saws, lawn mowers, weed whackers, brush chippers and vacuum.
- Operates safely public works equipment, vehicles and equipment and participates in safety trainings and practice safe work techniques.
- Follow personnel policies and procedures.
- Communicate with public, supervisors and peers in a professional manner and responds to requests for service/complaints in a positive manner.
- Coordinate work with others to accomplish tasks.

Must be in good physical condition able to bend, walk, and climb hillsides.

Must frequently lift 35 lbs. and occasionally lift up to 100 lbs.

Must maintain valid Driver's License.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

(created 2017)