BUILDINGS & GROUNDS OPERATOR

POSITION SUMMARY

This position will perform semi-skilled to skilled maintenance, repair work on City buildings, equipment, and grounds keeping of City cemeteries and city property as well as custodial work.

RESPONSIBILITIES

Essential Duties:

- Identify, troubleshoot and perform maintenance and minor repairs of buildings and HVAC, Electrical, Plumbing and Boiler systems, custodial duties; and/or contract and oversee licensed professionals as needed.
- Perform chemical application in vector and weed control programs.
- Perform caretaker duties of City cemeteries.
- Perform grounds keeping of City properties as assigned.
- Operate heavy equipment and machinery.
- Perform routine and preventive maintenance of vehicles and equipment. Assist with major equipment maintenance and repair as assigned.
- Perform snow removal and ice control.
- Perform on-call duties as assigned.
- Assist with training new and seasonal employees.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of general mechanical, plumbing and electrical repair and diagnosis;
- Ability to interpret work specifications and perform mathematical calculations;
- Ability to read and comprehend maps, diagrams, and regulations;
- Ability to maintain files and records;
- Knowledge of City geography and street locations;
- Knowledge of operations and maintenance of equipment, tools, machinery, and systems such as HVAC, electrical, plumbing, boiler operation;
- Skilled with snow removal and ice control techniques;
- Ability to work in varying weather conditions;
- Ability to use a variety of office equipment and applicable computer programs;
- Knowledge of current safety practices and chemical/cleaning supply usage;
- Ability to follow oral and written instructions and capable of expressing ideas on technical subjects.

Judgment/Decision Making:

- Perform duties within scope of general City policies, procedures, and objectives.
- Regularly use independent judgment to analyze problems and adapt guidelines to achieve desired results. Exceptions to policies or procedures must be referred to supervisor;
- Make recommendations on departmental policies, procedures, and practices;
- Decisions must be accurate to ensure safety of employees and the public;

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RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May be assigned as lead worker over other personnel, both full-time and part-time;
- Assist with training new and part-time employees as needed.

Relation to Others:

- Position requires regular contact with employees and the public;
- Requires moderate communication skills to ensure citizen requests are understood, documented, and addressed as necessary;
- Communications are generally one-on-one, but may occasionally involve a small group of people.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (GED) required;
- Two-years' experience in buildings or grounds maintenance preferred;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License;
- North Dakota Class B Commercial Driver's Permit (obtain within 3 months of hire) and North Dakota Class B Commercial Drivers License (obtain within 6 months of hire) minimum requirements: Automatic Transmission and Air Brakes
- Vector Control Certification (Public Health) – must obtain within 6 months of hire;
- Commercial Pesticide Applicator Certification with applicable endorsements (Ground Core, Right of Way, Ornamental Turf– must obtain within 6 months of hire;
- Forklift certification – within 6 months of hire.
- Bucket truck certification – within 6 months of hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; may occasionally work under hazardous conditions; on congested roadways, obstructed roads. Will work around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work. Most work will be performed outdoors.

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- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Heavy Work: Exerting up to 50 pounds of force frequently, and/or up to 20 pounds of force to move objects.

Classification: Grade 12 (PW-12)
FLSA: Non-Exempt
Updated to new format: 02/18/16
Approved by CSC: 02/23/16
Updated: 05/07/19, 01/13/21, 3/30/2022 by HR Nameniuk, SW Manager Praus, 4/26/2023 changed from Grade 11 to 12 per 2023 budget, changed title from Facility Operator to Buildings & Grounds Operator by Aaron Praus, HR Nameniuk
12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN, 1/17/2025 - Changed grade level per commission approval of wage study and 2024 budget LH.. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by City Commission: 5/2/2023