BUILDINGS & GROUNDS OPERATOR II

POSITION SUMMARY

Works as an advanced team member performing semi-skilled to skilled maintenance, repair work on City buildings, equipment, and grounds keeping of City cemeteries and city property. Assists with training and guiding employees on day to day functions within the department. Performs operations and routine maintenance on equipment including heavy equipment, trucks and specialized equipment. Incumbent must meet the requirements set forth on the achievable Classification Request Form for Buildings and Grounds Operator II

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.
- Assist other departments as needed.
- 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;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May be assigned as lead worker over other personnel, both full-time and part-time;
- May provide guidance to Operators in absence of Foreman. May 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;
- Three years experience as a Public Works Operator;

Special Requirements:

- Valid Driver's License;
- North Dakota Class B Commercial Driver's License. Minimum requirements: Automatic Transmission and Air Brakes
- Specialized equipment training/certifications as outlined on Operator II Classification Request Form/
- Vector Control Certification (Public Health)
- Commercial Pesticide Applicator Certification with applicable endorsements (Ground Core, Right of Way, Ornamental Turf
- NIMS-ICS Certifications: 100, 200, and 700
- APWA Facility and Grounds Certification
- Lift Truck Certification
- Aerial Lift Certification
- CPR/First Aid/AED
- Defensive Driving Course (NDSC)

BUILDINGS & GROUNDS OPERATOR II

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.
- 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 14 (PW-14)
FLSA: Non-Exempt
Created: by Gary Zuroff, Aaron Praus, HR Nameniuk, Achievable position approved with 2023 budget
Updated: 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by City Commission: 5/2/2023