



Town of Sparta

Building and Maintenance

Temporary Part-Time Only

Job Description

Performs responsible semi-skilled work in maintaining and repairing buildings and facilities, while also taking care of groundskeeping and landscaping. Handles additional related tasks as needed. All work is carried out under the normal supervision of the Town Administration. This is a temporary part-time position with a fixed end date of employment. Employees in this position are eligible for Full-Time employment appointment at the discretion of Town Administration.

Essential Functions/Typical Tasks

- Performing minor building maintenance and repair tasks.
- Performing a variety of landscaping and grounds maintenance activities, such as but not limited to mowing, seeding, planting, pruning, trimming, spraying, and fertilizing grass, trees, shrubs, bushes, hedges, and flowers.
- Responsible for operating, maintaining, and repairing equipment.
- May perform building maintenance and repair tasks such as painting, carpentry, plumbing, and masonry work.
- Assists with set-up and break-down of equipment, tables, and chairs for various functions.
- Inspects and performs minor cleaning at all Town-owned properties, including Main Street.
- Responsible for collecting and removing trash from Town-owned properties, including Main Street.
- May require operating mowers, tractors, pick-up trucks, trailers, and hand tools in the performance of tasks.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- General knowledge of building maintenance, repair methods, materials, and equipment.
- General knowledge of the use of common hand and specialized power tools.
- General knowledge of the safe use and operation, and preventative maintenance of equipment used in grounds maintenance.
- Skill in the use of equipment to which assigned.
- Ability to perform labor for extended periods, often under unfavorable weather conditions.
- Ability to understand and follow simple oral and written directions.
- Ability to establish and maintain effective working relationships with associates and superiors.

Education and Experience

Any combination of education and experience equivalent to graduation from high school and minimal grounds keeping, building repair, and maintenance experience.

Physical Requirements

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

Special Requirements

Possession of an appropriate, valid driver's license and being insurable under the Town's insurance policy.

Supplementary Information

Work Environment

Employees may encounter adverse environmental conditions at treatment plants, warehouses, public parks, and construction sites. Working in these settings involves typical risks associated with outdoor jobs and driving. The employee's schedule may fluctuate depending on the needs for maintenance work during large-scale events.

Benefits and Salary

There are no full-time benefits associated with this temporary part-time position. The hourly rate for this position is set between \$14.00 and \$18.00, depending on the applicant's experience.

Interested applicants should submit a completed Town of Sparta Employment Application and resume to Human Resource Director Peggy Choate. Applications are available on the Town website, www.townofsparta.org.

Disclaimer:

The statements above outline the general nature and scope of work for individuals in this role. They do not provide a complete list of all responsibilities, duties, and skills needed for the position. Employees may also be assigned additional tasks at any time.