

Building and Grounds Assistant

Dept/Div: Buildings and Grounds/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs semi-skilled work in the cleaning of buildings and facilities, providing grounds keeping and landscaping services, and related work as apparent or assigned. Work is performed under the limited supervision of the Building and Grounds Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Lock and unlocks assigned facilities; sets up rooms for meetings.

Performs basic maintenance and repair of facilities.

Performs grounds maintenance; mows grass; rakes and bags leaves; trims and weeds; picks up trash; clears parking lots and sidewalks of snow.

Performs custodial duties; vacuums, sweeps, and mops floors; cleans bathrooms; picks up and removes trash.

Knowledge, Skills and Abilities

Some knowledge of cleaning methods, materials and equipment; some knowledge of the use of common hand and specialized power tools; basic maintenance and repair of facilities; general knowledge of the safe use and operation and preventive maintenance of equipment used in landscaping 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.

Education and Experience

High school diploma or GED and minimal experience in general maintenance, grounds keeping, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather) and exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Dangerous situations; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 2/4/2014