



Job Description
Lead Building and Grounds Maintenance
Parks Dept.
Pay Grade: 07

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Five (5) years' experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Director of Parks and Recreation, or designee.

Supervisory Responsibility: Yes

Primary Work Location: Inside and outside duties.

Certification: Valid State of Missouri driver's license. State of Missouri Class "A" Commercial Driver's License, preferred.

Job Summary: Performs a variety of operation, maintenance, and repair activities parks and recreation properties and facilities for the City of Nixa, MO.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist Director of Parks and Recreation with maintaining the operations and safety of the buildings and grounds of the department.
- As directed by the Director of Parks and Recreation or designee may schedule work and/or duties of subordinate crewmembers.
- Along with other team members, participate preparation, organization, and maintenance of assigned department activities.
- Assist other City workers in general activities or grounds maintenance.
- Operate automotive and motorized equipment, which may include the following; air compressor, backhoe, dump truck, pickup truck, lawnmower, end loader, fork lift, short and long brush truck, snowplows, dozer.
- Utilizes a variety of power and hand tools.
- Respond to and resolves routine customer questions and/or complaints regarding the parks maintenance operations and needs.
- Ordering and maintaining of materials and supplies.
- Perform a variety of general cleaning tasks, including vacuuming and scrubbing floors, stripping, waxing, and buffing floors, washing windows and equipment, dusting and polishing furniture, emptying wastebaskets and trash containers, and sanitizing restroom facilities.
- Check heating and cooling systems to ensure proper operation.
- Maintain an inventory of all equipment, tools, supplies, and materials at the assigned facility.
- Ensure City facilities are properly secured at closing times.
- Perform a variety of grounds keeping tasks, including mowing ballfields, and edging lawns, trimming trees and shrubs, picking up trash and debris, applying fertilizers and herbicides, and planting flowers.
- May repair and install sprinkler systems.



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- Perform a variety of building maintenance and repair tasks, including changing light bulbs, painting, doing basic carpentry, minor electrical repair, minor roofing repairs, and installing and repairing plumbing fixtures.
- Prepare rooms and facilities for scheduled activities and functions, including but not limited to meeting rooms, basketball courts, sports fields, etc.
- Frequently monitor major repairs and coordinate with contractors according to City purchasing and procurement ordinances.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned.
- Locate and identify a problem and determine the best method of repair.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Equipment and supplies used for indoor facility cleaning and outdoor grounds maintenance work.
- General building maintenance methods and practices including painting, plumbing, floor stripping and waxing, occasional minor carpentry and some minor electrical.
- General grounds keeping methods and practices, including equipment use and maintenance.
- Pruning and trimming a variety of trees and bushes.
- Federal, State and City regulations, standards, and criteria for City Streets.
- Occupational hazards and safe work practices.

Skills

- Positive leadership.
- Organizing, directing, and supervising work crew.
- Establishing and maintaining effective working relationships with other staff and members of the public.
- Oral and written communications.
- Basic computer operation.
- Methods and tools of the electrical, plumbing, and building trades.
- Operating and maintenance of zero turn mowers.
- Operating a variety of automotive and construction equipment.
- Construction, operation, maintenance, and/or repair of building and grounds facilities or maintenance and/or repair of streets.

Abilities

- Stooping, climbing, bending.



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- Work indoors with heating and cooling regulated. May be exposed to extreme weather conditions, dust, and/or pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

 Employee Signature

 Date



Job Description
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Supervisor Signature

Date

Human Resources

Date