



Job Description

Lead Building and Grounds Maintenance

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: Street Superintendent, or designee.

Supervisory Responsibility: Yes

Primary Work Location: Office Setting and surrounding jurisdiction.

Certification: Valid State of Missouri driver's license.

Job Summary: Performs a variety of operation, maintenance, and repair activities on the street, right-of-way's, easements, and building 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 Superintendent with maintaining the operations of the Street right-of-way's, mowing, and grounds keeping of other City property, and general maintenance of all City buildings.
- As directed by the Superintendent may schedule work and/or duties of subordinate crewmembers.
- Along with other team members, participate in the street and right-of-way, or storm drainage facilities construction, and maintenance of assigned department.
- 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, asphalt roller, short and long brush truck, street sweeper, snowplows, salt or brine spreaders, dozer, motor grader, street striping machine, and water truck.
- Utilizes a variety of power and hand tools.
- Spray the City for mosquito control.
- Respond to and resolves routine customer questions and/or complaints regarding the City's street system and services.
- Assist with ordering and maintaining of materials and supplies.
- 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.
- Perform other tasks and duties assigned by supervision.

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

Effective Date:



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- Right-of-way mowing, grounds keeping of City or institutional property and general maintenance of public buildings.
- Street systems operations, construction, maintenance, repair methods, and materials.
- Weed prevention and chemical pest control spraying.
- 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.
- Work indoors; 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.



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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

 Supervisor Signature

 Date

 Human Resources

 Date