

**Town of Castle Valley**  
**Building maintenance**  
**Technician/Groundskeeper**  
**Job Description**

**General Purpose**

This person performs a variety of maintenance and repair duties in the upkeep and improvement of the Castle Valley Community Building, Pavilion, Playground, irrigation system, grounds, and other Town owned properties.

**Supervision Received:** This position is supervised by the Mayor with some direction from the Town Clerk

**Supervision Exercised:** N/A.

**Duties**

Irrigates the lawn, trees, shrubs and other landscape plants, including keeping all parts of the irrigation system in operating condition, including water filters.

Performs a variety of mowing, weeding and trimming functions, with special emphasis on weed-whacking along paved pathways and adjacent to parking areas. This includes both operating equipment and keeping all mowers and equipment in working order.

Performs a variety of routine grounds maintenance work, including raking, shoveling, digging, seeding, planting, transplanting, fuels removal, and moving rocks, gravel, sod, etc with attention to compliance with Utah FireWise standards.

Removes debris, noxious weeds (with special attention to removal of puncture vine), and trash from the grounds, keeping the area safe and clean, including transferring all full trash containers to the pick-up site for scheduled removal on Tuesdays.

Performs snow removal when required.

Performs a bi-monthly playground check on equipment and grounds for safety using State guidelines.

Performs monthly building maintenance inspections and creates work orders for needed maintenance.

Prioritizes work orders created and received.

Completes work orders in timely fashion with all urgent work orders being completed within 24 hours of receipt.

Performs a variety of indoor maintenance duties, including but not limited to, inspection all fire suppression and safety equipment, changing of light bulbs, ballasts, or fixtures, regular maintenance of HVAC system including the cleaning of vents as needed, inspection of all plumbing and electrical including contacting the appropriate contractor for emergency plumbing or electrical or HVAC issues, repairs any damages to facilities including painting as needed,

inspection of windows and window coverings, repair of and cleaning of windows above floor level as needed, repair of window coverings, inspection and repair of audio video equipment, some specialty needs may be seen to by setting up an outside vendor when the situation requires it.

Performs outdoor building and facilities maintenance, including but not limited to, inspection and repair of roof inspection and upkeep of sun awnings and windows, siding and wood members inspections and upkeep, pavilion upkeep, playground inspections and maintenance, basketball court and sport equipment storage inspections and maintenance, inspection and upkeep of flagpole and signage, inspection of propane tank, inspection of solar system, inspection, organization and maintenance of shed.

Purchases, uses, stocks and stores all equipment, tools, and approved landscaping products, including purchasing trip to Moab when required.

Performs related duties upon request.

### **Minimum Qualifications**

**Experience:** Demonstrated experience in landscaping, building and facilities maintenance, HVAC, or other related fields.

#### **Knowledge, Skills, Awareness:**

- working knowledge of plants and plant care
- working knowledge of the use of lawn mowers and maintenance tools and equipment
- working knowledge of well, lawn sprinkler and drip system irrigation equipment
- working knowledge of air conditioning/heating system and large appliance functioning
- ability to perform all levels of building and facilities maintenance, plumbing, electrical, drywall repair, painting, HVAC
- ability to perform all required groundskeeping and equipment maintenance
- ability to troubleshoot, research and learn skills as needed to complete tasks
- ability to use the computer and internet when needed as a tool
- ability to work without direct supervision
- ability to establish good working relationships with other employees and the public

**Licenses/Certifications:** valid Utah driver's License,

**Physical Demands:** Works in variable weather conditions, performing light and heavy labor. Tasks regularly include walking, standing, stooping, reaching and lifting light and heavy objects, working above floor level, climbing ladders, working in cramped positions.

**Compensation:** starting at \$15.00 per hour

**Expected Time Commitment:** Approximately 7 hours a week, year around, on call status for emergency needs.

**Selection Guidelines:** Letter of Interest, resume, identification as required, 3 references, interview with hiring authority.

**Application Deadline:** The position will remain open until filled.

