

## **Building and Grounds Technician**

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**Job Title:** Building and Grounds Technician

**FLSA Classification:** Non-Exempt

**Department:** Facilities

**Supervisor:** Program Director

### **Job Summary**

Under the supervision of the Program Director, the Building and Grounds Technician will be responsible for maintaining of the facilities to ensure full and productive use of facilities.

### **Essential Job Functions**

- Maintains grounds in clean, safe, and orderly manner
- Mow and edge lawns using power equipment
- Care for established lawns by mulching, aerating, weeding or trimming, edging around flower beds, walks, or walls.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, chain saws, or using hand and/or power tools.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, planters, or other grounds features; hauls and disposes of landscape cuttings and debris.
- Loads equipment on trailer for transport and drives to work sites
- Performs minor pest management; maintains outside of building
- Responsible for performing in-house maintenance repairs.
- Identifies and performs minor repairs, including but not limited to: plumbing, electrical, irrigation, painting, moving furniture, exterior cleaning of buildings and minor remodels.
- Recommends action regarding facility maintenance.
- May perform minor repairs and maintenance procedures on equipment utilized for grounds keeping.
- Responsible for implementing Preventative Maintenance Programs for facility landscaping, building and grounds.
- Manages and completes maintenance work orders.

- Procedures relating to facilities equipment, fixtures and systems are to be followed at all times.
- Responsible for maintaining inventory levels.
- Order and document facility maintenance supplies.
- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's practices, procedures, and policies including assigned break times and attendance.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Proficient knowledge of computer skills. MS Office (Word, Excel, Access, PowerPoint, and Outlook).
- Knowledge of general office procedures, equipment and filing systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to quickly learn department policies, procedures, goals, and services.
- Skill: Attention to detail and accuracy.
- Ability to change priorities regularly.
- Add the additional job specific knowledge, skills and abilities for this job

### **Working Conditions and Physical Demands**

- The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### Experience

- Minimum of one (1) year of documented experience working with a frail or elderly population.
- Job duties require knowledge \ in the field of general building maintenance.
- Experience which demonstrates ability to perform the duties and responsibilities as described including specialized knowledge and work experience in landscaping and horticultural techniques.
- Knowledge of sprinkler irrigation systems, installation and operation; application of fertilizers, herbicides, and chemical controls.

### Education and Certification

- Must possess a high school diploma or General Educational Development (GED) certificate
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

### Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

### Acknowledgment

**I have read** the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



**I understand** that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.