

Building and Grounds Maintenance Technician

Summary & Scope of Responsibilities: Perform general maintenance and overall upkeep of the building, grounds and beaches. Provide general support for special events.

Reporting Relationships: Reports directly to Supervisor, Building & Grounds.

Essential Tasks & Responsibilities:

- Perform maintenance and/or repair of the street signs and associated drainage systems.
- Mowing grass and trim work with weed eater.
- Tree trimming and debris removal.
- Perform minor housekeeping functions such as painting, replacing filters, replacing light bulbs.
- Installation of temporary fencing.
- Perform trash removal and general beach clean-up services.
- Cleaning of public restrooms.
- Provide on call and/or emergency assistance as needed.

Other Responsibilities & Tasks:

- Perform other duties as assigned.

Knowledge, Competencies & Technical Skills:

- Requires courtesy, discretion and sound judgement when interacting with the public.
- Ability to establish and maintain a cooperative working relationship with others.
- Ability to use lawn mower, weed eater and other miscellaneous maintenance tools.

Expected hours & Travel: Hourly position expected to work core hours of 7:00am-3:00pm. Overtime/weekend work required on an as needed basis.

Required Education & Experience:

- High school diploma or equivalent.
- Must possess a valid Virginia Driver's License

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and

employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources via email at lcobin@colonialbeachva.net.