



## Board of Public Utilities City of Cheyenne, Wyoming

### **BUILDINGS and GROUNDS TECHNICIAN**

Division: **Operations & Maintenance**                      Class Code: **3422**  
Revised Date: **November 2016**                      FLSA Status: **Non-Exempt**

#### **GENERAL PURPOSE:**

Under general supervision, performs cleaning, building repairs and maintenance, grounds keeping, and irrigation functions to maintain assigned Board of Public Utilities (BOPU) buildings and grounds.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Performs commercial office cleaning, building maintenance and repair, grounds keeping, and irrigation maintenance duties to specifications and standards.
- Oversees work performed and assigns tasks to temporary staff hired to assist with Building and Grounds.
- Performs routine cleaning to include dusting furniture and furnishings, cleaning walls, partitions, lighting fixtures, and switches; cleans windows inside and out; collects and disposes of trash.
- Performs all daily routine restroom cleaning and sanitation; replenishes hand towels, toilet tissue, soap, and other restroom supplies.
- Performs all daily routine cleaning and maintenance of floors; vacuums and cleans carpets, sweeps and damp mops hard floor surfaces.
- Daily, ensures lunch room is clean, sanitized and orderly; scrubs, cleans and sanitizes tables, chairs, sink, countertops, refrigerators and microwaves.
- Performs building and facility maintenance and repairs to include; leaky faucets and flush valves, clogged drains; assembles, repairs, and moves furniture; repairs or replaces broken lighting fixtures and bulbs; replaces ceiling tiles and carpet tiles and performs patch work and painting as needed.
- Cleans spills, corrects unsafe conditions, and performs emergency cleaning as required in a timely manner and according to procedures.
- Maintains assigned grounds; mows, rakes, fertilizes, and waters lawns; cultivates, plants, and performs weed control; trims shrubs, trees, and foliage; picks up trash and removes debris; removes snow and ice pack from walkways and other assigned areas.
- Responsible for startup, maintenance, and repair of all assigned irrigations systems. This will include; charging the systems, testing zones, adjusting heads for proper spray pattern, programing timer schedules, repairing leaks, repairing or replacing pipe, valves, risers, and sprinkler heads.
- Winterizes assigned irrigation systems to include; operation of mobile air compressor ensuring a safe connection to systems, proper valve operation for shut off, drain and blow out system, removal and storage of backflow preventers.
- Completes daily work-log, incident and accident reports; maintains sufficient stock of supplies; orders product as needed.

## **JOB DESCRIPTION**

### **Building and Grounds Technician**

- Inspects and maintains assigned custodial equipment and small tools in proper operating condition; completes minor repairs and cleaning of equipment as needed.
- Operates equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.
- Follows all safety rules and regulations, and closely follows verbal and written instructions; reports safety hazards, equipment problems, security issues and emergency situations.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent; AND one year of commercial janitorial cleaning experience. Two years of experience performing skilled building maintenance and commercial irrigation system operation and maintenance; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Driver's license valid in Wyoming with good driving record.
- Herbicide applicator license acquired within one year from hire date.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

##### **Required Knowledge of:**

- Commercial cleaning methods and supplies.
- Irrigation system repair and maintenance
- Basic mathematics used in calculating fuel/oil, cleaning solutions and herbicide mixtures.
- Occupational hazards and safety precautions.
- OSHA Material Safety Data Sheets (MSDS) for hazardous and non-hazardous chemicals in the work place.
- Proper use and storage of hazardous and non-hazardous chemicals used in the workplace.

##### **Required Skill in:**

- Using basic tools and equipment to perform cleaning, building and grounds maintenance work.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Reading and interpreting written instructions for the proper use of cleaning supplies, herbicides and equipment.
- Closely following verbal and written instructions and procedures.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers, customers and the general public.

##### **Working Conditions:**

**Work Environment:** Work is performed 60% of the time indoors in an office and industrial facility environment and 40% of the time outdoors with exposure to all weather conditions (hot, cold, wet, humid, windy); working outside of normal work hours may be required to ensure a safe and clean working environment; travel to various locations within the city is required; exposure to fumes and chemicals from gas, oil, herbicides, and cleaning solutions; hazards from use of mechanical mowers, weed eaters, and other electrical and power equipment.

**Physical Demands:** Demanding physical work requiring standing and walking to perform duties 80% of the time; frequent lifting up to 25 pounds to fill and empty buckets and pails with water and shoveling snow; pushing and pulling up to 40 pounds to move wheel barrow, lawn mower, furniture, mops and shovel dirt and snow; occasional lifting up to 50 pounds to lift cases of supplies and furniture; occasionally required to climb stairs, kneel, and crouch; frequently required to stoop, handle, hold, reach, and feel; specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and ability to adjust focus; ability to hear ordinary conversation and noises, such as, leaks in faucets and toilets and to determine normal equipment operation.