



Position: Buildings & Grounds Maintenance Tech (Part-Time)

Department: Public Works

Pay Range- \$24,096- \$43,373

Summary & Scope of Responsibilities: Perform general maintenance and overall upkeep and cleaning of buildings, grounds and beaches. Provide general support for special events. This position is up to 32 hours per week, with a regular schedule to include weekends. The Town's entry level pay rate starts at \$15 per hour, effective July 1st, 2023.

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

Employment qualifications:

- High School Diploma or equivalent required.
- Must possess a valid Virginia Driver's License and insurance.
- Ability to establish and maintain effective working relationships with others including operators, supervisors, regulators and the public.
- Ability to communicate effectively by oral, written and/or hand signals to convey or exchange information. This includes communication with supervisors, subordinates, etc.
- Ability to record and deliver information and to follow oral and written instructions. Must be able to communicate effectively and efficiently.
- Knowledge of light and medium-duty motorized equipment and vehicles.
- Considerable hand-eye coordination.

Essential Tasks & Responsibilities:

- Mowing of grass and trim work with weed eater.
- Light tree trimming and debris removal.
- Perform minor housekeeping functions such as painting, replacing filters, replacing light bulbs, light cleaning.
- Perform trash removal and general beach clean-up services.
- Cleaning of public restrooms.
- Provide on-call and/or emergency assistance as needed.
- Opportunities exist for additional training.
- 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. This position is mostly weekend work as required, during summer season and planned special events.

Required Education & Experience:

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

Work environment:

- While performing the duties of this job, the employee is required is subject to inside and outside environmental conditions, extreme cold, heat, hazards, atmospheric conditions and oils.
- Small team atmosphere allows for cross training and diverse opportunities.

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 or 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.