



**GVR METROPOLITAN DISTRICT
JOB DESCRIPTION**

**Seasonal
Landscape Maintenance Tech**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but are not an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Description of Responsibilities

The Maintenance Worker will assist the Facilities Manager with all aspects of general maintenance and operation of the GVR Metropolitan District facilities. Responsibilities include: general common area maintenance (fences, areas of native and natural vegetation, turf, flowerbeds, xeriscape, parking lots, sidewalks, and monuments); and assistance with the maintenance of the District's irrigation systems; and on occasion general building maintenance. Must be committed to the philosophy and goals of the GVR Metropolitan District.

Essential Duties and Responsibilities

1. Daily Landscape Maintenance Operations. Approximately 55%.
 - A. District common areas and landscape by performing a variety of semiskilled maintenance tasks including repairing and painting fences; installing mulch and tree wrap; laying sod, grading soil surfaces, and installing and repairing landscaped areas; removing dead plant materials, planting bushes and flowers, and pulling weeds; general turf duties including mowing, trimming, edging, aerating, fertilizing, top dressing, pulling weeds and trash abatement; and other general duties related to common area maintenance.
 - B. Cleans and services vehicles and equipment as needed; prepares vehicles and tools for work assignments daily.
 - C. Daily maintenance and cleaning of work areas.

2. Daily Other Maintenance Operations. Approximately 10%.
 - A. District building facilities including painting and making any necessary repairs to buildings, walls, decks and signs; cleaning, power washing or power brushing sidewalks, parking lots, buildings, walls, monuments, fences, decks and other exterior surfaces; minor remodeling, constructing and repairing; minor plumbing repairs, unplugging sinks, toilets and drains; replacing light bulbs; removal of noticeable trash in buildings and other containers; operating hand and chain saw to cut trees and wood

- when permitted by applicable laws; and other general duties related to building maintenance.
 - B. On-going maintenance program, including keeping the facilities and grounds clean and free of hazards, site inspections throughout District properties, and trash and tumbleweed abatement.
 - C. May assist with set up and tear down of meeting rooms and holiday decorations.
3. Irrigation System Maintenance Assistance. Approximately 15%.
- A. Assist with all necessary and preventive maintenance to irrigation systems to keep irrigation systems operational and efficient year-round
 - B. Report any issues regarding irrigation to the Irrigation Technician or Facility Manager.
4. Administrative. Approximately 10%.
- A. Communicates with Facilities Manager daily
 - B. Completes appropriate daily activity records from a variety of sources; prepares reports; and reports potential maintenance and/or equipment problems and safety concerns to management in a timely manner and advises or recommends preventative measures where appropriate
 - C. Ensures preparation and submittal of all administrative documents, as required
 - D. Responds to complaints and inquiries related to facilities and safety in an appropriate and effective manner
5. Other Duties as Assigned. Approximately 10%.
- A. Including, but not limited to: janitorial support of office and/or maintenance work areas; inventory of maintenance equipment; assist with special projects District wide; and participate in safety related staff trainings.
 - B. Appropriate emergency response when required for health and/or safety.
 - C. Other duties as assigned by Supervisor.
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Technical Knowledge, Skills and Abilities

Apply a working knowledge of relevant principles, practices, materials, tools and methods involved in the maintenance, repair and upkeep of buildings and common areas ranging from unskilled to semiskilled tasks. Requires ability and willingness to perform a variety of tasks associated with the maintenance landscaping, repair of building and common areas. Requires knowledge of proper and safe use a variety of hand and power tools and equipment in performing the work. Apply a working knowledge of governing authorities' regulations related to building and landscape maintenance. Requires ability to maintain effective working relationships with other employees, the public and contractors. Preferred to possess a valid Colorado Driver's License at all times while employed with the District, maintain a driving record acceptable to the District's insurance carrier, and provide reliable transportation. Must be willing to submit to a background check, drug testing and to any other employment-related testing as required. Must be able to read, write, speak, and understand the English language and perform basic mathematics.

Physical Demands

Requires ability to operate a motor vehicle, climb 24-foot extension ladder, reach overhead, bend, stoop, kneel, sit, and stand the majority of the work day. Position demands physical strength and agility associated with manual labor. Requires ability to perform frequent lifting and/or carrying items weighing up to 50 pounds. Requires manual dexterity in the use of hand tools and equipment, power tools and equipment, and vehicles with related snow and other attached apparatus. Work is performed within buildings, in an office as well as shop setting, out of doors in all types of weather and temperatures, and potentially in tight and/or enclosed spaces. Must be able to communicate effectively, both verbally and in writing.

Supervisor

This position reports directly to the Facilities Manager. This position will receive direction from the Facilities Manager and/or senior staff. This is an hourly, seasonal part-time, non-exempt position, eligible for overtime.

Acknowledgment

I acknowledge that I have received a copy of the Seasonal Landscape-Maintenance Worker job description on this _____ day of _____, 20____ and that to the best of my belief, I am capable of performing the essential functions of the job, with or without reasonable accommodation.

Any accommodation requested to perform the essential functions of the job as described: _____

Signature

Printed Name