



# GVR METROPOLITAN DISTRICT

## *JOB DESCRIPTION*

### **Maintenance Laborer Tech**

Updated 03/22/16

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 Laborer will assist the Facilities Manager with all aspects of general maintenance and operation of the GVR Metropolitan District facilities and care of landscaped common areas. Responsibilities include: general building maintenance; vehicle and equipment operation and maintenance; general common area maintenance (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. Must be committed to provide strong customer service for the GVR Metropolitan District.

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#### **Essential Duties and Responsibilities**

1. Daily Maintenance Operations. (Approximately 60%)
  - A. Performs a variety of routine maintenance, repairs and upkeep tasks related to 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; and other general duties related to building maintenance
  - B. Performs a variety of remedial and semiskilled maintenance tasks related to District common areas including repairing and staining/painting fences; installing mulch and tree wrap; laying sod, grading soil surfaces, aeration of turf; and installing and repairing landscaped areas; removing dead plant materials, planting trees, bushes and flowers, and pulling weeds; operating hand and chain saw to cut trees and wood when permitted by applicable laws; and other general duties related to common area maintenance

- C. Snow removal using a truck snow blade, dingo, gator, tractor, snow blower, snow thrower, ATV, hand shovel and/or broom; and applying salt, de-icer and/or sand to snow and ice as needed to maintain safe conditions throughout the community
  - D. 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
  - E. Maintains and participates in District's safety program, maintaining a safe work environment and appropriate work behavior at all times
  - F. Sets up and tears down meeting rooms and holiday decorations
  - G. Cleans and services vehicles and equipment as needed; prepares vehicles and tools for work assignments
  - H. Picks up trash and tumbleweeds throughout common areas as needed
  - I. Daily maintenance and cleaning of work areas
  - J. Assistance with the District's Graffiti removal program as needed
  - K. Maintains dog stations and refills bag storage
  - L. Cleaning and trash removal from office weekly
2. Irrigation System Maintenance Assistance. (Approximately 20%)
- A. Assists Irrigation Technician as needed in all necessary and preventive maintenance to irrigation systems to keep irrigation systems operational and efficient year-round
  - B. May work with Irrigation Technician to inspect irrigation system performance and makes proper adjustments to bring system into operating conformance
  - C. May assist irrigation technician with digging of holes and trenches for repairs
  - D. Helps identify potential problem areas and reports these daily to the Irrigation Technician
  - E. Assists Irrigation/Maintenance Technician with any additional work as assigned
3. Administrative. (Approximately 5%)
- A. Communicates with Facilities Manager daily
  - B. 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
  - E. Assists Facilities Manager with the continued development of the District's safety manual
4. Assist Seasonal Staff. (Approximately 5%)
- A. No direct supervisory responsibilities of full time staff, but may assist and guide seasonal landscape/maintenance staff in daily operations including buildings and common areas and is asked to lead by example with other staff in the department

5. Other Duties as Assigned. (Approximately 10%)
    - A. Including, but not limited to, janitorial support of office and/or maintenance work areas
    - B. May be involved in the planning, and execution of special events throughout the District
    - C. Any other duty 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 and 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. Must possess a valid Colorado Drivers 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 Colorado Bureau of Investigation background check, pass a drug screening and conform to any other employment-related testing as required. Must be able to read, write, speak, and understand the English language and perform basic mathematics.

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### **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.

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### **Supervisor**

This position reports directly to the Facilities Manager. This is an hourly, non-exempt position, eligible for overtime.

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Acknowledgment

I acknowledge that I have received a copy of the 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: \_\_\_\_\_

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Signature

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Printed Name