

# CITY OF SANTA FE

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Building and Grounds Keeper  
**REPORTS TO:** Community Services Director  
**SALARY:** \$11.81/hr.  
**APPLICATION DEADLINE:** November 7, 2016, or until filled

**JOB SUMMARY:** Under direction and supervision, performs building maintenance and repairs; performs preventative maintenance on HVAC, electrical, plumbing, and structural systems; performs minor new construction, modification, and renovation; maintains grounds, including police department, city hall, library, community center, public rights-of-way (ex: FM 1764), and other city properties; prepares grounds and facilities for special events; provides public facility use support; inspects community center before and after rentals; cleans and repairs damages as required; and does related work as required. Works flexible schedule including some weekends.

### **ESSENTIAL JOB FUNCTIONS:**

Performs basic repairs and preventative maintenance on all types of building systems including HVAC systems and related controls, plumbing, electrical, and building structural systems; works with minimum supervision and makes decisions regarding safe and effective repair methods; works on ladders at extreme heights; paints and refinishes equipment and furniture; reads construction and repair documents including schematics, construction drawings and specifications; and reads and understands written job instructions.

Operates equipment such as street sweepers, tractors (up to 60 hp) with bush-hog attachment and chipper; operates truck and other vehicles and light equipment; operates effectively and safely various power hand and shop tools and other tools, including shovels, rakes, spades, hammers, and saws; operates power tillers, edgers, line trimmers, lawn mowers, jackhammers, and chainsaws; responsible for maintenance and cleaning of assigned equipment and vehicles; sets up tables, chairs, video and audio equipment; erects, maintains, disassembles, and removes to storage, platforms, bandstands, public address equipment, tents, awnings and street and crowd-control barriers; provides assistance and technical support for publicly-sponsored events; closes up, secures, and cleans public buildings and grounds; maintains service and maintenance records and parts and service documents; and orders and maintains parts inventory.

Communicates and works effectively and courteously with other staff members and the public; drives between job sites and vendor locations; performs work in a professional manner; uses good judgment to work safely and use equipment properly; hears clearly when working around equipment; lifts and carries up to 100 pounds, and pulls, pushes and drags up to 150 pounds of repair equipment; must be able to work a flexible schedule as determined by the supervisor; works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather; works in tight and enclosed spaces; works bent over and on knees for extended periods of time; walks and works in entangled areas, brush, and uneven terrain; works safely in close proximity to high speed traffic, while using proper safety precautions; and some exposure to chemicals, dust, odor, fumes, loud noises, toxic waste, allergens, toxic plants, venomous insects, venomous animals, and mechanical, electrical, and explosive hazards.

**OTHER JOB FUNCTIONS:** Provides courteous, cooperative, public relations to the community and other employees on behalf of the Park and Recreation Department and the City Council; inter-relates with all ages, including senior adults and children; operates personal computer equipment, photocopiers, and telephones; subject to scheduled and unscheduled overtime; and subject to after hours call out for emergency and critical situations.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND LICENSE:**

High school graduate, or equivalent, preferred; Texas Drivers License Class B-CDL, or ability to obtain within 60 days of employment; good driving record.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:** One (1) year experience in the installation and maintenance of building systems in any of the following areas: HVAC, electrical, plumbing, carpentry, cabinetmaking, interior finishing, or related enterprises; ability to exhibit good interpersonal skills and work effectively with the public and city staff; ability to follow instructions, verbal and written; expected to perform work efficiently and decisively and to identify job responsibilities and duties with minimal direction and supervision; physically able to do heavy manual labor for extended periods; must possess manual dexterity to operate hand tools and equipment; ability to operate various office equipment, including telephone, desktop computer, printer, and photocopier; and demonstrate functional use of the English language.

**BENEFITS:** The City offers competitive benefits, including vacation, sick leave, retirement plan, and medical insurance.

**HOW TO APPLY:** Submit application to the City of Santa Fe, 12002 Hwy. 6, P. O. Box 950, Santa Fe, TX 77510-0950.