PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION

Position Title: Maintenance & Grounds Technician
Department: Maintenance
Category: Safety-Sensitive
FSLA Status: Non-Exempt
Pay: Hourly/N7L
Revision Date: 01/15/2019
Reports to: Facilities Foreman

JOB RESPONSIBILITIES
Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of the PARTA buildings, grounds and equipment, including the Kent Central Gateway transit center, Compressed Natural Gas station and bus stops and shelters. Assists skilled tradesman as necessary to maintain equipment and grounds. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring. Under general supervision, keeps parking areas clean and orderly to ensure that space usage is maximized.

ESSENTIAL FUNCTIONS OF THE POSITION
Performs general labor and custodial work indoors - Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc. Changes light bulbs and fluorescent tubes. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc. Washes windows, walls, metal and woodwork. Opens and closes; locks and unlocks facilities as needed. Moves and sets up furniture, pictures, etc. as needed and assigned.

Performs general labor and custodial work outdoors – Picks up litter from around buildings and grounds. Dumps trash cans and garbage and relines cans with liners. Cleans rain gutters; sweeps roofs and sidewalks. Removes snow and ice from walkways; plows driveways and parking lots. Loads and unloads trucks, mows grass, cuts weeds, hauls trash, repairs fence, digs holes and ditches; may plant, seed, sod, and apply fertilizer to grounds.

Promotes positive image of PARTA by providing customer-oriented service. Lift, position, and remove barricades in order to open or close parking areas. Clean up debris from parking lots. Opens and closes; locks and unlocks facilities as needed.

Receives shipments; loads, unloads, and moves stock; checks shipments for correct quantity and condition; stores, gathers, issues, and delivers supplies and equipment, and maintains related records; rotates stock for efficient storage; may use a hand or fork lift to move stock and load and unload vehicles. Maintains manual and/or computerized inventory files and records; monitors inventory levels and reports low levels to supervisor; takes physical inventory count as needed. Drives vehicle to pick up and deliver supplies and equipment.

Assists with semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
Operates a variety of equipment (e.g., snow throwers, floor buffers, mowers, garden tractors, etc.). May perform minor repairs on equipment; may sharpen mower blades. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance. Keeps records of work completed.

**QUALIFICATIONS**
Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Knowledge of equipment, materials, and supplies used in building and grounds maintenance; equipment and supplies used to do minor repairs; first aid and applicable safety precautions.

Skilled in: the use of the tools required for this position.

Ability to work independently and to complete daily activities according to work schedule; lift heavy objects; walk and stand for long periods of time; communicate orally and in writing; use equipment and tools required of this position properly and safely; understand and follow written and oral instructions; establish effective working relationships.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

A) Highschool Diploma or GED
B) Valid State of Ohio Driver’s License with no more than four points required at time of hire.
C) Successful completion of previous employment verification and criminal background investigation.
D) Successful completion of pre-employment Department of Transportation Drug Screen.

**TOOLS AND EQUIPMENT USED**
Floor buffer, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, shovel, pick-up truck with plow, lawn mower, weed eater, hand tools.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hand to finger, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear.

This is considered medium work – exerting 20-50 pounds or force occasionally, and/or 10-25 pounds or force frequently, and/or greater than negligible up to 10 pounds of force.
constantly to move objects. Refer to vehicle operator/driver position description for a full list of physical demands.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately noisy.

ADDITIONAL INFORMATION
The employee will be subject to random drug and alcohol testing throughout their period of employment and is required to comply with the employer’s Drug and Alcohol Policy.

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol-free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”