

Job Description

Public Works Crew: Buildings and Grounds Employee

This position is directly responsible to the Town Board of Supervisors of the Town of Plum Lake. This position will receive direction from the Road Maintenance Crew Member as needed for Plowing and Maintenance of Town Roads and Parking areas. This Crew Member is expected to follow Town Employee Policies and work independently as needed to ensure all necessary work is kept up.

Crew Member has Primary Responsibility to Maintain and Effect Repairs as needed on all town buildings, to clean on a regular basis all town buildings, to set up for various town functions, including but not limited to town meetings, elections, special events, etc.

Crew Member will have primary duties to maintain and mow all lawns as needed during the Spring, Summer and Fall. This includes but is not limited to all Parks, Public areas, Cemeteries, Library and Emergency Services facilities.

Crew Member will shovel and remove snow as needed on all walkways of Town Property and assist as needed and assigned in the plowing of Town Roads and Property.

Crew Member will be responsible for all operations of both Town Cemeteries in the position of sextant.

Crew Member is responsible for routine maintenance of all Equipment assigned to and used by him/her. This includes changing oil, grease jobs, filters, blades, etc.

Crew Member will perform other duties as assigned to include but not limited to: fill in for Transfer Site Attendant as assigned, (note this may require an alternate work schedule as needed) attend major community functions to facilitate as needed ongoing cleanup and maintenance during special events (alternate work schedule may apply).

Crew Member is to maintain a complete schedule of events involving town property and to handle requests and scheduling of facility reservations.

Crew Member is to decorate facilities seasonally and put up and take down Holiday lighting in conjunction with the Road Maintenance Crew Member.

This Job Description is not a complete list of duties required of the position of the Public Works Crew: Buildings and Grounds Employee, and other duties may and will be assigned by the Town Board of Supervisors.