

TOWN GROUNDSKEEPER AND FACILITIES MANAGER

Applicants must show proof of full vaccination for COVID-19 and be able to follow COVID-19 health guidelines as approved by the Montgomery County Board of Health.

The Town Groundskeeper and Facilities Manager is provided a salary in the range of \$50,000 to \$70,000 depending on experience and skill level. Benefits include health/dental insurance, paid vacation and holidays, and access to a retirement system.

JOB SUMMARY

The job is located in the Town of Washington Grove, Montgomery County, Maryland (washingtongrovermd.org). The incumbent is responsible for performing, or overseeing the performance of the full range of activities involved in the maintenance, repair, and/or improvement of public space and public buildings within the Town

DUTIES AND RESPONSIBILITIES

A. Grounds and outdoor facilities maintenance (estimated 80% annual time)

Groundskeeping

- On a regular and recurring basis, mows and trims and removes leaves of Town parks, walkways and public rights-of-ways to maintain an orderly appearance and provide for safe use. Uses a variety of powered equipment such as tractors, mowers and trimmers. Oversees and directs the performance of seasonal workers as required.
- Inspects Town trees and plants for needed care, coordinating with the town Forestry Committee as required. Performs minor tree care where appropriate and oversees the performance of contracted work involved in major pruning or removal. Uses a variety of hand and power tools such as saws, pruners and chain saws. Coordinates the planting of new trees and regularly waters them to encourage their survival and growth.
- Inspects the condition and functionality of the Town's drainage ditches to ensure that they are clear and free-flowing. Inspects culverts and road drains to ensure that they are in good repair and operating correctly. Corrects deficiencies as needed. Twice a year, or more frequently if needed, ensures that leaves and other debris are removed from open drainage ditches. Inspects the sediment pond at the end of Lower Brown Street and ensures adequate maintenance.

Position Description
Town Groundskeeper and Facilities Manager

- Participates in landscaping and beautification decisions throughout town including parks, Maple Lake and the East and West Woods, coordinating activities with appropriate volunteers. Contributes to the effectiveness of landscape planning.
- Ensures annual maintenance of Maple Lake pumping and aeration equipment. Inspects, repairs, and maintains lake recreational facilities including docks and diving boards. Inspects and manages repairs of fencing.
- Inspects Roads and Walkways for needed repair of surfaces, signage, fencing, etc. Performs or manages repair as necessary.
- Routinely inspects, maintains and ensures repair of groundskeeping equipment such as tractors, mowers, trimmers, snow blowers and other power equipment. May perform or arrange for such routine maintenance as lubrication, fluid replacement, engine tune up, belt replacement, tool sharpening. Determines need for new or more capable equipment and coordinates with Town Council for its acquisition.
- Responds to emergency incidents on Town property to assist in recovery, such as trees fallen on roads, flooding, alarm system alerts, etc.

Facilities Management

Facilities

- On a regular and recurring basis, inspects all Town buildings including McCathran Hall, Town offices, the Maintenance Garage, gazebo, tennis sheds and Lake buildings. Develops and keeps current a building maintenance plan. Determines the nature and extent of preventive maintenance and/or repairs needed. Performs minor repairs. Identifies conditions or issues requiring outside contractor help and oversees and coordinates contractor efforts to ensure work is performed promptly and in a industry-standard manner.

Safety

- As a municipality the Town of Washington Grove is responsible for public welfare and safety and relies on the grounds and facilities manager to assist and advise on maintaining safety throughout town.
- Conducts regular and recurring reviews of Town roads and walkways to ensure that they are clear and passable for emergency vehicles. Inspects all Town signage to ensure that it is visible and in good repair. Replaces or repositions signage as necessary. Removes debris from roads and walkways to ensure safe passage. Notes and follows up on potentially hazardous trees to ensure that they are professionally trimmed or removed as necessary.

Position Description
Town Groundskeeper and Facilities Manager

- Inspects Town recreational facilities for potential hazards, such as broken glass, poison ivy, and general cleanliness and appearance. Corrects deficiencies found. Empties trash containers when necessary and ensures that containers are in good repair. Inspects and repairs or replaces playground equipment in Town parks. Inspect all fire extinguishers in Town buildings monthly.
 - During periods of inclement weather, particularly during the snow season, ensures that Town buildings are accessible and walks are free of snow and ice. May assist Town contractors in snow removal and road clearing activities during the winter.
- B. Contractor oversight (estimated 10% annual time)**
- Identifies, recommends, engages and oversees contractors for repair and maintenance projects that have been approved by the Mayor and Town Council.
- C. Seasonal employee hiring and supervision (estimated 10% annual time)**
- Seasonal employees will be routinely hired to assist incumbent in accomplishing required groundskeeping duties.

SUPERVISORY CONTROLS

- The incumbent uses personal judgment to independently carrying out tasks and responsibilities, consulting with Town officials as needed.
- Work prioritization is developed jointly by the incumbent, the Town Mayor and the Town Councilor responsible for maintenance. Various volunteer committees in the Town, such as the Lake Committee and the Forestry Committee, may assist in specific projects.
- The incumbent's official supervisor is the Town Mayor who establishes overall goals, objectives and financial constraints for the work to be done, and who formally evaluates job performance.
- Work is evaluated in terms of achievement of stated objectives, responsiveness to the maintenance needs of the Town and the overall appearance of Town public buildings and spaces.

SKILL AND KNOWLEDGE REQUIRED

1. Skill in the maintenance and repair of power equipment such as tractors, mowers, trimmers, chain saws, snow blowers, etc. to ensure that Town equipment is kept in top operating condition.
2. Skill in performing landscape maintenance activities including the care of turf, trees and shrubbery to ensure that Town grounds are properly maintained and in good appearance.

Position Description
Town Groundskeeper and Facilities Manager

3. Knowledge of forestry and plant characteristics sufficient to work in close coordination with volunteers from the Town Forestry Committee and the Town Forester.
4. Skill preferred in a some or all of the following building trades: carpentry, masonry, electrical, plumbing and HVAC, sufficient to perform routine maintenance and repair of Town buildings and facilities.
5. Ability to communicate effectively orally and in writing.
6. Ability to work cooperatively and effectively with all types of persons.

PHYSICAL DEMANDS

- Must be able to work out of doors in a variety of weather conditions.
- Must be able to lift 50 pounds.
- Work requires long periods of standing, walking, lifting, carrying and reaching, often in awkward or difficult positions.
- Must possess a valid driver's license.
- Must be legally qualified to work in the United States.