

Downtown Schenectady Improvement Corporation

Job Description

Job Title: Outdoor Maintenance Team Member

Reports To: Outdoor Operations Manager

FLSA Status: Non-Exempt

Summary: Provides the labor required to maintain an effective outdoor Environmental Enhancement and Maintenance (EEM) program in Downtown Schenectady. Operates all necessary equipment in a proper, efficient, and safe manner by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

Maintenance:

1. Removes litter, garbage, snow/ice, leaves, stickers, and graffiti in specified public areas in accordance with program parameters to ensure a clean and safe environment.
2. Completes minor and routine painting; hanging and removal of holiday decorations, flower baskets, and banners; planting of flowers, watering, and weed removal in raised street planters; power washing; and other related maintenance activities as required throughout the year.
3. Performs weeding, mowing and other services within specified downtown green spaces. Removes weeds along downtown sidewalks and at the base of sidewalk trees and to ensure a well-maintained and attractive environment.

General:

4. Functions as liaison between downtown stakeholders and management in resolving problems and implementing solutions.
5. Adheres to all company policies and procedures, paying special attention to health and/or safety procedures, time recording procedures, and vehicle and equipment operation and maintenance.
6. Communicates/reports problems such as garbage, litter, weeds, graffiti, broken public infrastructure, snow and ice to supervisor or management as noticed.
7. Monitors and protects work areas to ensure items such as cars, windows and people will not be harmed due to flying debris from vehicles or equipment.
8. Checks oil and fuel in vehicles and equipment prior to use, ensures all vehicles/equipment are secured while working and cleans all vehicles and equipment at the end of the day in accordance with approved procedures.
9. Wears appropriate clothing and safety equipment in accordance with approved procedures.

10. Attends and participates in scheduled training sessions as required.
11. Reports all occupational injuries or illnesses to management immediately.
12. Responds to emergency situations with sound judgment and in a prompt manner.
13. Reports any equipment/vehicle problems or concerns to management immediately.
14. Maintains supplies by receiving and stocking materials in designated areas.
15. Returns tools and maintenance supplies to warehouse or other designated storage areas at the end of each day.

Qualifications:

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to walk; use hands and reach with hands and arms. The employee is frequently required to stand; climb or balance; stoop, kneel, crouch, sit or crawl and talk or hear.

Education/Experience:

One year related experience or training.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Equipment:

Bobcat Toolcat 5600 Utility Vehicles w/attachments

Pickup Trucks & Trailer
Bucket Truck
GEM Electric Vehicle
Ride-on Sweeper & Vacuum
Snow Blowers
Weed Whackers
Leaf Blowers
Leaf Vacuum
Pressure Washer
Hand Tools

Certificates and Licenses:

Valid driver's license
Landscaping experience or certification a plus

Work Environment:

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; outdoor weather conditions and vibration. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is moderate.