



## **Job Description**

**Job Title:** Outdoor Maintenance Team Member

**Reports To:** Outdoor Team Leader

**FLSA Status:** Non-Exempt

**Hourly Rate:** \$18.00 Plus Benefits

**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:**

- Removing litter, garbage, snow/ice, leaves, stickers, and graffiti in specified public areas throughout the year in accordance with program parameters to ensure a clean and safe environment.
- Hanging and removal of annual holiday decorations, flower baskets, and banners; planting of flowers and weed removal in street planters; flower watering; and other related visual improvements as required throughout the year.
- Mowing, weed-whacking, litter removal, and other services within specified downtown green spaces. Removing weeds along downtown sidewalks and at the base of sidewalk trees to ensure a well-maintained and attractive environment.

### **General:**

- Functions as liaison between downtown stakeholders and management in resolving problems and implementing solutions.
- 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.
- Communicates/reports problems such as garbage, litter, weeds, graffiti, broken public infrastructure, snow and ice to supervisor or management as needed.
- 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.
- 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.
- Wears appropriate clothing and safety equipment in accordance with approved procedures.

- Flexibility to adjust schedules or work additional hours based on weather conditions, special projects, or other factors.
- Attends and participates in scheduled training sessions as required.
- Reports all occupational injuries or illnesses to supervisor immediately.
- Responds to emergency situations with sound judgment and in a prompt manner.
- Reports any equipment/vehicle problems or concerns to supervisor immediately.
- Maintains supplies by receiving and stocking materials in designated areas.
- 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 and handle the physical demands of the job. The employee is frequently required to stand; climb or balance; stoop, kneel, crouch, sit or crawl and talk or hear. While performing the duties of this job, the employee is regularly required to walk; use hands and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Education/Experience:**

One-year related experience or training a plus.

**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 written or oral instructions.

**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 required

**Work Environment:**

Full-time employees work a regular schedule of 40 hours per week, M-F, 7:30 a.m. to 4 p.m.; special projects or paid overtime available as needed and upon approval. Part-time employees work 25-30 hours per week on average.

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.