

POSITION DESCRIPTION

A. Position: **BUILDING AND GROUNDSKEEPER**

B. Position Function:

1. Responsible for facility maintenance on all of the headquarters buildings.
2. Cares for the adjoining lawns and plantings.
3. Performs other building maintenance duties assigned within the scope of his/her training and certification in a safe and efficient manner within accepted operation standards, approved policies, and procedures.

C. Reporting Relationships:

1. Reports to: Meter Supervisor

D. Duties and responsibilities:

1. Reports ready for work each day at the appointed time, dressed in proper attire.
2. Operates independently to perform the following duties within the limits of approved policies, operating guidelines, and procedures:
 - a. Maintain all lighting in building and security lighting surrounding the facilities. Replacing bulbs and tubes as needed.
 - b. Reviews inventory of janitorial supplies periodically and orders needed supplies with purchase order.
 - c. Maintain the heating and cooling units as required to give maximum performance and monitor the geothermal system. Change filters on the units as required.
 - d. Maintain the water softener and R/O systems.
 - e. Maintain the fire suppression system.
 - f. Provide assistance to the IT department for maintenance of security systems of all facilities as needed.
 - g. Plants grass, fertilizes, plants flowers and shrubs as needed.
 - h. Sprays and controls weeds and insects pursuant to state regulations.
 - i. Mows all lawns and maintains the sprinkler system as needed.
 - j. Hoes, cultivates weeds, and trims shrubbery as needed.
 - k. Keeps sidewalks around buildings clean and free of snow, dirt, and other debris.
 - l. Occasionally does a complete inspection of buildings and grounds with the Meter Supervisor.

- m. Reports items needing repair and maintenance.
 - n. Cleans vehicles as needed.
 - o. Sets up tables and chairs and keep meeting rooms organized.
 - p. Performs miscellaneous office duties such as run errands for miscellaneous supplies.
 - q. Miscellaneous painting as required.
 - r. Assists out in the field when there are large areas of outages, when needed.
 - s. Performs cleaning and sanitizing tasks in common areas or other locations as needed to supplement contracted custodial services, particularly in cases where immediate attention is required.
3. Must exercise initiative, judgment and knowledge of cooperative practices, policies, and organization.
 4. **The list of responsibilities is not intended to be all inclusive and may be expanded to include the assignment of other duties that Management or Staff deems necessary.**

E. Internal and External Relationships:

1. With the Meter Supervisor- to accept supervision and direction from, assist and advise, recommend to, consult with, and review day-to-day as well as future activities.
2. With the Staff - assist the CEO or Staff as needed or required.
3. With the Employees - receive or relay information and assist as needed.
4. With Members - maintain a courteous and cooperative relationship with all members and assist them in meeting their needs.

F. Position Requirements:

1. Skills and knowledge normally acquired through a high school diploma or the equivalent.
2. Within a reasonable period of time, acquire a basic knowledge of chemicals used in maintaining all HVAC and water systems in the building as well as any used for cleaning, etc. in order to promote their safe and efficient use and compliance with Cooperative policies.
3. Within a reasonable period of time, acquire a license from the state of New Mexico to acquire and apply chemicals for weed & pest control.
4. Shall be able to operate various machines used for office and yard maintenance.
5. Must be able to operate a computer to perform job-related tasks including but not limited to operating the HVAC Building Automation System (BAS),

- corresponding with third-party support vendors via email and other platforms, and maintaining accurate electronic records pertaining to facilities and maintenance.
6. Shall be able to plan day-to-day maintenance activities as well as show initiative on items that need to be taken care of without requiring instruction to do so.
 7. Must be honest, trustworthy, and dependable.
 8. Must be able to communicate effectively with others via verbal and written communications.
 9. Must be able to work on a regular and predictable basis, as agreed upon by the Meter Supervisor, and must be available to respond after hours if needed.
 10. Must possess a valid New Mexico Driver's license or ability to obtain license prior to employment. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

G. Physical Demands:

Central Valley Electric Cooperative, Inc. has deemed the Building and Groundskeeper to be a safety-sensitive position.

1. Frequently reaches overhead to work on equipment.
2. Frequently lifts up to 60 pounds and occasionally up to 100 pounds.
3. Frequently required to push or pull up to 150 pounds.
4. Often experiences extreme noise, vehicular traffic, and slippery floors.
5. Frequently walks, climbs, balances, bends, twists, pushes, pulls, kneels, crawls, and works in awkward positions to service equipment.
6. Occasionally works at heights up to 20 feet.
7. Must have good sensory awareness, including vision and hearing.
8. Must be able to speak and communicate effectively.
9. Occasionally works with materials and chemicals, which must be handled according to manufacturer's specifications, Material Safety Data Sheets and Cooperative policies to avoid harmful effects.
10. Good physical condition is required.
11. Excellent attention to safety and working within proper safety guidelines is required.
12. Must be willing to submit to random alcohol and drug testing per company policy.

Employee

Date

Meter Supervisor

Date