



**LEBANON TRANSIT**  
**BUILDING AND GROUNDS MAINTENANCE POSITION**

**JOB TITLE:** Building and Grounds Maintenance Person

**REPORTS TO:** Manager of Operations

**DATE:**

**JOB SUMMARY:**

This position involves tasks associated with general building and grounds maintenance as well as vehicle detailing.

Employee will be responsible for maintaining the cleanliness, general maintenance and overall appearance of all Lebanon Transit facilities including all administrative areas. Assists with receiving deliveries. This Position will also assist with picking up parts at local supply centers. He/she will assist in delivering and picking up vehicles at various service vendors. The Building and Grounds Maintenance Person will perform his/her duties with minimal or no supervision and is responsible to the Manager of Operations and/or Executive Director.

Accountable for maintaining a safe working environment in their department. Is expected to identify and respond to safety issues systemwide

**REPORTING RELATIONSHIP:**

This position takes direction and reports to the Manager of Operations and/or the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES BUT NOT LIMITED TO:**

- Sweep and mop floors;
- Empty trash;
- Keep floor drains free of grease, oil and debris;
- Mowing;
- Trimming;
- Weeding;
- Plowing snow;
- Replacing burned out light bulbs;
- Painting;
- Moving of furniture and/or equipment;
- General duties related to the Administrative area I.E. hanging pictures/shelves etc.;
- Minor repairs to fixtures I.E. replacing light switches/receptacles/ballasts;
- Assist mechanics when needed;
- Houseclean buses on a regular basis or when needed;

- Replacing lights (headlights/marker etc.);
- Perform building and equipment PMI's.

**JOB REQUIREMENTS:**

Requirements listed represent the knowledge, skill, and/or ability, mental/physical demands and work environments required to perform the essential job functions.

**ESSENTIAL QUALIFICATIONS:**

- General knowledge of building and grounds maintenance;
- Minor electrical and plumbing knowledge;
- Some experience with vehicle maintenance;
- Ability to complete reports/work orders using computer;
- Must be able to effectively communicate and follow oral/written instructions that are provided in English;
- Must be able to read and understand technical guidance concerning vehicle and equipment repair;
- Ability to use and care for Lebanon Transit tools and equipment;
- Ability to work with no supervision;
- High School graduate with background in building and grounds (tech or trade school) required and some automotive background helpful;
- Must be available for overtime when requested by the Manager of Operations and/or the Executive Director. This includes but not limited to Saturdays, Sundays and Holidays;
- Employee should have the drive and desire to be a team player with the best interests of Lebanon Transit in mind;
- Fulfill any and all other duties as deemed necessary by the Manager of Operations and/or the Executive Director.

**PHYSICALS, CERTIFICATES AND LICENSES REQUIRED:**

- Must hold and maintain a current DOT medical certification or employment will be terminated;
- This is a safety sensitive position subject to all US DOT and Lebanon Transit Substance Abuse Policy requirements that include but are not limited to; pre-employment, random, post-accident and reasonable suspicion testing;
- Position may require employee to obtain class "B" Commercial Driver's License (CDL) with passenger endorsement and air brake restriction lifted as duties necessitate.

**PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tool and to move objects;
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact;
- Must be able to lift and carry objects safely, usually no more than 75 lbs. but occasionally

with weights in excess of 100 lbs.;

- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when working in buses and vans;
- Must be able to climb or balance; stoop, kneel, crouch, crawl, push and pull as necessary to carryout job duties;
- Requires the ability to use hands to finger dexterously to operate tools or controls; and reach with hands and arms;
- This position also requires the employee to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity;
- This position requires employee to work in various weather environments. Summer, winter, spring and fall. Inside and outside of garaged area.

This job description is not all-inclusive. The Executive Director may make adjustments to this description, including the addition of other duties or responsibilities, as long as the changes do not significantly change the primary focus of the duties and responsibilities for this position.

Employee Signature \_\_\_\_\_

LEBANON TRANSIT  
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