



Buildings, Grounds and Fleet Technician

DEPARTMENT: Buildings, Grounds & Fleet

REPORTS TO: Buildings, Grounds & Fleet Crew Lead

Position Summary

The Building and Grounds Technician is responsible for performing all housekeeping duties at all District facilities. This position also performs and assists crew lead with light preventative maintenance at all facilities. Additionally, this position contributes to regulatory compliance and efficient operations of the District.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Performs regular housekeeping duties for District facilities
- Performs daily and preventative light maintenance for District facilities
- Coordinates with other departments to ensure maintenance, housekeeping duties, or other tasks do not impact water production and distribution
- Interacts with various contractors, vendors, and agencies before, during, or after normal business hours
- Coordinates the set-up of meeting rooms
- Documents and records daily housekeeping or operating procedures
- Performs light snow removal duties (including doorways, sidewalks, etc.)
- Maintains inventory of janitorial supplies
- Follows procurement procedures and processes
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- High School Diploma or GED
- Experience in janitorial and/or maintenance or related field

Licensing/Certifications

- Valid Driver's License

Additional Skills

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Ability to manage multiple tasks and prioritize appropriately
- Ability to work with computer software and Microsoft Office programs

Work Environment and Physical Demands

This job requires climbing, balancing, stooping, kneeling, crouching, crawling, pushing, reaching, standing, sitting, lifting, talking, hearing and repetitive motions. Heavy Work: exerting up to 50 pounds. Environmental conditions: subject to extreme heat, cold, humidity, wetness, noise, and vibration. Hazardous conditions: moving parts & equipment/tools, hazardous chemicals, low voltage electricity and working alone.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

**The Northern Kentucky Water District is an Equal Opportunity
Employer/Minorities/Females/Disabled/Veterans.**

Posting Date: December 12, 2018