

Job Description: **Buildings and Grounds Assistant (Part-Time)**

Position Type:

Seasonal Part-Time (20-25 Hours Per Week)

Salary:

Targeted hiring range of \$16.00 to \$20.00 Per Hour

Work Hours:

Flexible days and hours on weekdays between 8:00 am and 4:00 pm

FLSA Status:

Hourly (Non-Exempt)

Closing Date:

The position will remain open until filled.

Job Summary

Under general supervision of the Buildings & Grounds Manager, the Buildings and Grounds Assistant will assist with the general maintenance and repair of all facilities and grounds owned and/or maintained by the town. Examples of work include, but are not limited to, mowing, trimming, edging, landscaping, fertilizing, planting, litter pick up, debris removal, beach maintenance, irrigation system maintenance, painting, and sign maintenance.

Minimum Training & Experience

- A high school diploma or equivalent is preferred.
- Must have a basic understanding of lawn and garden equipment, including mowers, edgers, blowers, and weed eaters; preference will be given to candidates with prior grounds management experience.
- Must possess a valid South Carolina Drivers' License.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

Desirable Knowledge, Skills and Abilities

- Ability to operate equipment with skill and safety.
- Ability to lift up to fifty (50) pounds.
- Ability to access and inspect areas of buildings and grounds, including possible tight quarters.
- Ability to take the initiative to complete the duties of the position.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers.

Specific Duties

Facility Maintenance

- Assists with routine maintenance and repairs to town facilities, fixtures and equipment, including, but not limited to, non-structural repairs, minor repainting projects, exterior surface cleaning, changing air filters, replacing light fixtures and bulbs, and moving furniture and equipment on an as-needed basis.

Landscape Maintenance

- Assists with the general maintenance of landscaped areas, grounds, pathways and rights-of-way which are owned and/or maintained by the town, including Seabrook Island Town Hall, public bike and pedestrian pathways, and the Seabrook Island Road public right-of-way, including:
 - Turf maintenance: Mowing, edging, trimming, pruning, weed control, overseeding, sod replacement, and vehicle rut repairs.
 - Tree maintenance: Trimming, limbing, and removal.
 - Ornamental shrub and bed maintenance: Pruning, fertilization, weed control, and pine straw application.
 - Seasonal flower and plant bed maintenance: Planting (annuals and perennials), pruning, watering, fertilization, weed control, and removal.
 - Bike and pedestrian area maintenance: Servicing trash cans and dog waste stations.
 - Irrigation system maintenance: Assists with testing, maintenance, and repairs to the town's irrigation system, including, but not limited to, sprinkler heads, lines, hoses, control valves, connectors, clocks, timers, and rain gauges.
 - Litter and debris removal: Assists with removal and disposal of trash, downed branches, vegetative debris, construction materials, dead animals, clippings, dead plants, and other organic and non-organic debris from all town property.
 - Disease and insect control: Assists with the inspection and treatment of turf areas, trees, shrubs, flower beds, etc. for signs of disease and insect infestation (including, but not limited to, fire ants) and applying treatments to minimize or abate such conditions.
- Assists with the general maintenance to fencing, signage, outfalls, ditches, and other structures on town-owned property and within town-maintained rights-of-way.

Vehicle and Equipment Maintenance

- Cleans the interior and exterior of town-owned vehicles on an as-needed basis.

Beach Maintenance

- Regularly inspects the beach for trash, litter, and debris; removes all such items to maintain public safety and a neat and orderly appearance of the town's beaches; assists with the removal of large items on the beach.
- Assists with the installation, removal, and maintenance of town-owned trash cans on the beach.

- Assists with the installation, inspection, and maintenance of all beach signage and buoys.

Other Duties

- Assist with the set-up and tear down of town-sponsored events and activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Position Individual Requirements

- Must be able to follow instructions provided by supervisor.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.