

NHTI, Concord's Community College
SUPPLEMENTAL JOB DESCRIPTION

INCUMBENT: _____

Classification: Building and Grounds Utility Person

In-House Title: Buildings Utility Person

Position Number: 9Temp

Function Code: 1225-058

Date Established: _____

Date of Last Amendment: _____

SCOPE OF WORK: To perform routine, skilled work in the care of buildings which may require the operation of motor trucks and light duty motor equipment. This position reports to the first shift, Building Services Supervisor at NHTI.

ACCOUNTABILITIES:

- Provides general care and maintenance of state buildings as assigned, and assists in building trades activities;
- Stripping, waxing and buffing floors;
- Steam cleans carpets, sanitizes toys and equipment in school lab;
- Shovels snow from walks, steps and roads;
- Hauls a variety of supplies, furniture and equipment according to work assignment;
- Observes state sanitation regulations where and when applicable, transports trash;
- Drives a vehicle on highway, fields, institution, or other work locations;
- Operates light motor equipment;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent.

Experience: One year of experience in grounds-keeping or light maintenance work with some experience in operating light motor driven equipment. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a New Hampshire driver's license appropriate to the type of vehicles driven.

SPECIAL REQUIREMENTS:

1. Must be in good physical condition with normal strength and agility.
2. Must be willing to work a flexible work schedule to keep state agency buildings clear of snow and to change hours during any special emergency period.

RECOMMENDED WORK TRAITS: Some knowledge of the principles of operation of motor equipment sufficient to detect defective operation and to make minor repairs. Some knowledge of the care and safe operation of trucks and light motor driven equipment. Working knowledge of state motor vehicle laws. Considerable knowledge of grounds-keeping and simple practices relating to the care of flowers, lawns, trees and shrubs. Ability to maintain and make ordinary repairs to machinery and equipment. Ability to understand and follow oral and written instructions. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Donald Carman, Building Services Supervisor

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

CCSNH - Director of Human Resources

Date Approved

Prepared by Melanie Kirby, CFO, and Alyssa M. LaBelle, HR Technician, 2/27/08