

TOWN OF WELD  
JOB DESCRIPTION  
Buildings & Grounds Keeper

The **Buildings & Grounds Keeper** is an employee (“Grounds Keeper or Employee”) in the Public Works Department of the Town of Weld (“Public Works”) and subject to the rules and regulations of the Personnel Policy of the Town of Weld. The Grounds Keeper’s direct supervisor is the Town’s Road Commissioner (“Road Commissioner or Supervisor”) who is the head of Public Works.

The Grounds Keeper is responsible for the regular cleaning, maintenance, and repair of all Town property, including but not limited to, all Town cemeteries, buildings and structures, outdoor spaces, and relevant public rights-of-way associated with such property unless otherwise designated.

To effectively carry out the above responsibility, the Grounds Keeper’s specific (but not limited to) duties, are:

Mow and Trim grass at:

1. Center Hill Cemetery
2. Masterman-Webster Cemetery
3. The ballfield adjacent to the Town Garage
4. The Town’s Transfer Station
5. The Town’s Tennis Court
6. The Town Office Building (including the lawn surrounding the United States Post Office)
7. The Town Hall
8. The Fire Station
9. The Dummer’s Garage
10. The Island Flower Beds at Weld’s “Four Corners”

Sweep, Vacuum, wash floors, empty trash, clean bathrooms in:

1. The Town Office (including the Multi-Purpose Room)
2. The Town Hall (including stairway up to the second floor currently occupied by the Masons)

Miscellaneous:

1. Snow removal on all Town public rights-of-ways related to Town buildings by the required time;
2. Rake/remove leaves and brush, as needed;
3. Complete any compliance directives relative to this position as required by State law; and;
4. Assist in any other relevant municipal property project for the Town as directed by the Road Commissioner.