

Job Description



Title: Building and Grounds Technician (Commercial) – Miller Center

**Job Location/
Department:** Individual Commercial Site

**Reporting
Relationship:** Reports to Facilities Manager

Job Summary: Performs various activities to care for the external grounds and landscaping to maximize curb appeal and keep the exterior and interior of the property in an attractive and safe condition.

**Duties and
Responsibilities:** **Physical Operation**

- Operate equipment to perform landscaping duties, including but not limited to push and riding mowers, garden tractors, blowers, edgers, weed eaters, hedge trimmers, and various hand tools.
- Operate equipment for seasonal leaf and snow removal, such as leaf blowers, leaf vacuums, Bobcat, snow-throwers, plows, shovels, and other hand tools.
- Maintain exterior of grounds in clean condition including, but not limited to, picking up garbage and removing graffiti, and exterior painting; report problems to Facilities Manager.
- Maintain structural integrity of the buildings by performing exterior and interior building maintenance, including but not limited to painting, cleaning gutters, garbage removal, and minor repairs.
- Perform minor plumbing and electrical repairs.
- Maintain tools and equipment in proper working order by performing minor maintenance as needed.
- Perform interior building maintenance including, but not limited to, garbage removal, cleaning, and painting.

Administrative

- Report problems or unusual situations to the Facilities Manager.
- Follow guidelines for the proper use of all safety gear and basic first aid; remain in compliance with safety policies and procedures.
- Follow all company rules, regulations, policies, and procedures as set forth in training sessions, manuals, memos, and other means of communication.
- Attend scheduled meetings including site staff meetings, corporate management meetings, or other meetings as required.
- Be observant for and resolve or report any problem which could be a hazard or potentially dangerous for tenants, staff, guests, and the public including the condition of fencing, lighting, trip hazards, and security.

Tenant Retention

- Maintain a professional work atmosphere at all times to ensure all tenants and prospective tenants feel welcome.
- Maintain a positive customer service attitude; be professional, pleasant, and responsive to tenants, prospective tenants, vendors, and contractors.

Compliance

- Conduct all business in accordance with Americans with Disabilities Act, OSHA, federal, state, local, and all other laws pertaining to commercial leasing.

Perform other duties as assigned.

Supervisory

Responsibilities: Not applicable.

Minimum Educational Requirements:

High School Diploma or equivalent.

Minimum Experiential Requirements:

Prior experience related to grounds maintenance.

Special Skills/Work Conditions Required:

- Must have physical and manual dexterity skills and the ability to operate all required equipment with training.
- Must have excellent communication, interpersonal, customer service, organizational and time management skills.
- Must possess a valid driver's license and New York State motor vehicle insurance.
- Must be able to manage a flexible schedule including overtime.
- Must be able to walk, move, transport up to 100 lb. loads, bend, stoop, climb stairs, access and work in confined spaces as well as at heights in excess of 20 feet and have the mobility required to use ladders.
- Must complete 10 hour OSHA General Industry Safety and Health Course if not previously completed.

Apply by emailing employment@landsman.com and indicate you are applying for the position at Miller Center.