

## **Position Title: Building Maintenance and Grounds Person**

### **Statement of Duties**

Position is responsible for performing a wide variety of skilled and semi -skilled work in the maintenance and upkeep the Peru Town Hall and associated grounds. Perform related work as required.

Supervision Employee works under the general supervision of the Select board. The employee uses initiative in carrying out recurring assignments independently without specific instructions. Any questionable situations are referred to the supervisor for clarification or interpretation. The supervisor checks employee's work only to ensure that completed work methods used are technically accurate, and that instructions are being followed. Employee is required to work outside normal business hours as needed and is on call at all times to respond to emergencies.

**Job Environment** Position responsibilities require the use of judgement and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. Employee is expected to locate, select and apply the most pertinent tools, practice, procedure, regulations or guideline for given situation.

Errors in vehicle or equipment operation can result in personal injury/loss, delay or loss of service, injury to other employees and/or damage to buildings, equipment and the general public.

The position has frequent contact with other contractors, town employees and the public when working within the building or on the grounds. Most of the contact is to respond to inquiries and provide information and assistance.

**Position Functions** The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to, or extension of the position.

### **Essential Functions**

1. Performs routine maintenance and repair tasks for the Town Hall including minor plumbing and carpentry, painting masonry and electrical repairs. Also the ability to recognize the need for repairs.
2. Perform landscape maintenance on all town owned properties and parks except cemeteries.
3. Assist with town hall set up for voting, town meetings and other functions as required.
4. Perform weekly trash removal from all town buildings with delivery to transfer station.
5. Maintain standby generator at Town Hall.
6. Maintain security of Town Hall including security systems.

### **Recommended Minimal Qualifications**

#### **Physical and Mental Requirements**

Employee is subject to loud noise, toxic or caustic chemicals, electrical shock, and hot and cold outdoor weather conditions. Employee is required to stand, stoop, walk, talk, listen sit, climb, bend over, reach with arms and smell. Employee frequently lifts up to 10 lbs. and occasionally up to 60 lbs.

#### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent, with advanced training and experience in the operation of light trucks, landscape equipment and the use of special tools used for building maintenance and construction, three to five (3-5) years' experience in the construction trades or an equivalent combination of education, knowledge or experience preferred.

**Special Requirements** A candidate for this position must have a valid Massachusetts driver's license. A Massachusetts Construction Supervisors License is preferred.

**Knowledge, Skills and Abilities**  
A candidate for this position should have knowledge of:

1. Custodial materials, methods and current practices.
2. Construction materials, methods and current practices.
3. Practices and principles of carpentry, masonry, plumbing, electrical work including security systems.
4. Practices and principles of grounds maintenance
5. Safety precautions
6. Knowledge of ordering materials and supplies.
7. Safe and effective use of equipment and tools used in building and grounds maintenance.

**Ability to:**

1. Follow directions and work independently.
2. Detect and report equipment malfunctions and building deficiencies.
3. Perform the physical requirements of the position in all weather conditions.
4. Communicate and coordinate with various third-party contractors either on an emergency basis or otherwise.

The position will remain open until it is filled Pay : \$20.00 an hour, 20 hours per month

The Town of Peru is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability or veteran status, minorities are encouraged to apply

Please submit a letter of interest to Town Administrator Terry Walker [townadmin@townofperuma.com](mailto:townadmin@townofperuma.com)

CC the Select Board

Selectman Verne Leach: [selectman@townofperuma.com](mailto:selectman@townofperuma.com)

Selectman Samuel Haupt: [shaupt@townofperuma.com](mailto:shaupt@townofperuma.com)

Selectman Edward Munch : [kinderhaus1@verizon.net](mailto:kinderhaus1@verizon.net)

*Posted 6/27/2025 Kim Leach, Town Clerk Closing Date for Letters of Interest is 6:00pm August 4,2025*

*position filled on 8-11-2025*