

*Bryn Du Commission*  
EMPLOYEE JOB DESCRIPTION

**BUILDINGS & GROUNDS MAINTENANCE**

**Reports To:** Executive Director, Bryn Du Mansion

**Supervision Exercised:** None

**Number of Employees in Class:** One

**Part-time:** 10-15 Hours/Week – may vary by season

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**NATURE OF WORK**

The selected person will provide the energy, effort and skills to keep the buildings and grounds of Bryn Du Mansion Estate in a safe and sanitary condition to host the many varied activities that take place on the property. The employee will care about the property, value it's history, and be a part of a welcoming staff to its visitors.

This is a manual labor, semiskilled position primarily responsible for functions to ensure buildings are safe, tidy, clean and well-maintained.

Semiskilled mechanical work and preventive maintenance and repair of small equipment such as lawn mowers, blowers, chain saws etc., is a component of this position.

**ESSENTIAL FUNCTIONS OF WORK**

Day to day maintenance, but not limited to: repair and alterations to buildings, parking lots, and grounds. Performs general day to day maintenance tasks including:

- Electrical work, replacing switches, changing light bulbs in different internal and external locations, replacing receptacles etc.
- Plumbing work, clean out sump pump, eliminate clogs, make sure storm water is moving correctly, cleaning out catch basins.
- Change HVAC system filters and maintain drain lines in all buildings.
- Outdoor doggie bag station upkeep/restock.
- Outdoor clean-up of property, ensuring grounds areas are clean and orderly on a regular basis and pre-event. This includes a variety of landscaping maintenance work not requiring specialized knowledge and skills such as:
  - picking up yard trash, tree limbs, trimmings, etc.; moving all leaves from patios and grounds; misc. minimal grass mowing to make sure property is in good shape for events. (backyard, formal garden areas); removing snow from walkways and steps and applying ice melt.

- General parking lot maintenance includes managing snow removal as well as applying weed control to gravel parking area and walkways.
- Operate Kubota or similar unit with snow blade, Bobcat machine with fork loader and bucket loader and lawn mowers.
- Keep inventory of gasoline and oil products and other parts.
- Install, operate or remove decorative fountain seasonally and backflow valves.
- Minor carpentry.
- Keep track of all underground utilities and any changes.
- Misc. maintenance projects, (hanging towel dispensers etc.) minor fixes on equipment (tables, etc.) and buildings.
- Access to personal tools a plus.
- Work with fire inspector, boiler inspector, fire extinguisher updates, backflow inspector and other village employees Proactive, independent minded, takes care of issues and understands historic preservation concept.
- Performs other related work as required.

#### DESIRED ELEMENTS OF WORK

Graduation from high school and experience which demonstrates the following knowledge, abilities, and skills:

- Advanced handyman abilities.
- Ability to operate lawn mower, snow blower, tractor, and any other equipment needed for maintenance tasks.
- Knowledge of different cleaning products and tools.
- Ability to understand and follow verbal and written instructions.
- Good communication and interpersonal skills.
- Ability to stand and walk for long periods.
- Ability to lift and move a max of 75 pounds.
- Ability to climb ladders and stairs.
- Ability to complete tasks that require bending, twisting, climbing, squatting, crouching and balancing.
- Requires physical work; physical work is a primary part of the job.
- Work involves exposure to elements such as extreme temperature, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Time-management and multitasking abilities.
- Ability to work with minimal supervision, self-starter and self-guided.
- Positively represent Bryn Du and maintain effective relationships with staff and the public.

#### NECESSARY SPECIAL REQUIREMENT

- Possession of a valid Ohio Driver's License.

To Apply send resume to: Bryn Du Mansion, Attn: Executive Director - 537 Jones Rd, Granville, OH 43023