



## Maintenance and Groundskeeper

**DEPT./LOCATION:** All Locations

**REPORTS TO:** Gail Schams

**CLASSIFICATION:** Non-Exempt/Full-Time

### **Position Summary:**

This position is responsible for general lawn care and maintenance tasks throughout the organization. Schedule and shift times are weather dependent.

### **Duties and Responsibilities:**

1. General landscaping including lawn care, spraying weeds, fertilizing lawns, trimming of shrubs and trees, picking weeds, planting of shrubs/trees and flowers, leaf removal and spring cleanup.
2. Snow and ice removal.
3. Complete any interior or exterior facility painting as assigned by Supervisor.
4. Clean inside/outside windows as needed.
5. Clean and check eave troughs and eave spouts.
6. Pressure wash buildings, power wash drive ups and parking lots.
7. Paint lines in parking lots.
8. Assist in general building clean up and maintenance including, but not limited to, cleaning, changing light bulbs, replacing furnace filters and cleaning air conditioning units.
9. Notify Supervisor of any safety or maintenance concerns as they arise.
10. Track all maintenance requests and provide status updates as requested.
11. Assist Supervisor in obtaining bids for maintenance projects that require outsourcing.
12. Adheres to established routes and schedules as directed by Supervisor.
13. Adheres to all safety rules and regulations.
14. Back up Courier position as needed.
15. Obeys all traffic regulations and does not allow unauthorized personnel to travel in the company vehicle.
16. Other duties as assigned by supervisor(s).

### **Desired Knowledge, Skills and Abilities:**

1. Ability to work independently and prioritize projects
2. Dependable and punctual
3. Strong communication and time management skills
4. Knowledge of basic building maintenance tasks

### **Position Requirements:**

1. High School diploma or GED preferred
2. Good driving record
3. Valid Driver's License



**Work Environment/Physical Demands:**

Work is performed in both a vehicle, outside and an office environment. Deadline pressure is an integral part of the job. Regular physical activity is utilized in the completion of both lawn and maintenance tasks. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 75 pounds of supplies and/or tools throughout work shift.

**Acknowledgement:**

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date