



Job Title: Groundskeeper	Created on: 9/30/2015
Reports To: Facilities Director	Last Updated: 7/9/2019

General Description

The Groundskeeper position is responsible for keeping the outdoor grounds in clean, safe, and orderly condition.

Essential Job Functions

Grounds Management

- Manage the contract with the lawn care vendors.
- Create and communicate a monthly outdoor maintenance schedule.
- Managing and overseeing the entire property including grass seeding/sod, mowing, fencing, landscaping, ponds, tree work, construction projects, etc.
- Mow and trim lawns and shrubbery and clear debris from grounds.
- Operate and maintain equipment such as tractors, bush hog, mowers, trimmers, snow blowers, trailers.
- Notify Director concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove tables, chairs, ladders, and scaffolding to prepare facilities for various church events.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Monitor and manage irrigation system to ensure its proper function.
- Other duties and responsibilities as assigned by either the Facilities Manager or Executive Pastoral Staff.

Indoor Facilities (Seasonal when weather does not permit outside work)

- Clean rooms, hallways, lobbies, restrooms, elevators, stairways, parking lots, and other work areas.
- Gather and empty trash.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Resetting classrooms.

Skills and Experience

- This position requires a person who loves Jesus and has a passionate heart for serving Him.
- Previous experience in a groundskeeping role is preferred.
- Ability to prioritize projects/responsibilities.
- Good verbal communication.

Physical Requirements

- Ability to push minimum 100 pounds (power cleaning appliances, etc);
- Ability to lift minimum of 50 pounds (trash, supplies, etc.)
- Ability to climb ladder and step ladder
- Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc often during daily job requirements.
- Ability to work in both extreme heat and cold.