



**HIRSCHFELD**

# Groundskeeper

**Reports To:** Maintenance Supervisor

**FLSA Status:** Non-Exempt

**Summary:** Maintains the grounds and exterior of property in an attractive and safe condition, and to maximize curb appeal according to training guidelines.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Understand and follow daily work instructions according to the work schedule, and apply sound judgment to operate equipment safely as well as prevent problems.
2. Preserve grounds by performing landscaping duties, fertilizing, trimming trees, trash removal and other related duties.
3. Operate snow and lawn equipment to perform landscaping duties such as push and ride mowers, weed eaters, garden tractors, leaf blowers, snow blowers, hedge trimmers, and various hand tools in accordance with approved operating guidelines and safety procedures.
4. Maintain structural integrity of buildings by performing exterior building maintenance such as painting, and cleaning gutters and downspouts.
5. Maintain tools and equipment in proper working order by performing minor maintenance as needed.
6. Assists with upkeep of the common areas and entranceways of the property buildings.
7. Utilize safety equipment and gear in a proper manner.
8. Perform snow removal duties as necessary. Work overtime when required to ensure all snow is removed in accordance with state statutes.
9. Communicate equipment problems or malfunctions to management immediately.
10. Operate company vehicle in a safe manner to perform errands and transport materials if required by property.
11. Follow company rules and procedures as set forth in training sessions, manuals and guidelines.
12. Maintains pool area to ensure clean and safe area for residents.
13. Reports any property damage, lease violations, and any items that may need to be fixed to management.
14. Hand delivers items, flyers, letters and other correspondence when requested.
15. Perform other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

1+ Years Experience in landscaping preferred

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand and apply Fair Housing regulations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. This position requires the individual to work outside in all weather climates. Position is exposed to fumes or airborne particles, toxic or caustic chemicals. This position has a risk of electrical shock, works with moving mechanical parts, and will encounter vibration from machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and talk or hear. The employee is regularly required to sit. The employee is frequently required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

I, \_\_\_\_\_, have read and understand all job duties listed above. By signing below I am stating I understand the job duties expected of the position I hold, and I believe I possess the skills necessary to perform the responsibilities. I also understand that if I purposely do not complete the tasks listed above, that it could lead to disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Print Name