

GROUNDSKEEPER - GENERAL MAINTENANCE

Job Title: Groundskeeper/General Maintenance Worker
Work Site: Grace Baptist Church
Reports To: Director of Facilities
Time Status: Full Time
FLSA Status: Exempt
Start Date: February 2021

SUMMARY

Under the direction and leadership of the Director of Facilities, the role of the Groundskeeper-General Maintenance worker will be to perform semi-skilled work in the maintenance, care, and modification of grounds and landscapes for the Grace campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Complete daily and weekly all work associated with the following and provide oversight to the Facility Team as requested by the Director of Facilities.
- Follow all established department procedures and process for follow through and completion of all work requests.
- Attend department staff meetings each week and/or any other meetings and training seminars as requested.
- Will be on call a minimum of one weekend per month.
- Operation of electrical and gasoline powered groundskeeping equipment and machinery.
- Use small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping.
- Perform maintenance on groundskeeping equipment and tools and make minor repairs (within department capability) as directed and performs general plumbing and electrical repairs.
- Mowing of campus grounds throughout each week as needed and directed.
- Routine maintenance of campus landscaping.
- General painting, drywall, light carpentry, plumbing, and electrical.
- Trouble shoot the HVAC system for problem resolution and place service calls as needed (training provided).
- Research for parts and general maintenance supplies as appropriate.
- Escort service providers around Grace campus buildings as needed.
- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment, and machines within reasonable capabilities.
- Perform other duties as assigned.

QUALIFICATIONS and SKILLS:

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.

- Have 1-3 years of experience in general facility maintenance and landscaping.
- Successfully pass a background and drug screen.
- Committed to the Core Values of the church.
- Flexibility to occasionally work outside traditional work hours.
- Maintain a positive and professional self-image and be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- Performs tasks common to the care of grounds and landscape.
- Knowledge of the methods, materials and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, ground cover, flowers, and grasses.
- Knowledge of the use and proper disposal of chemicals used in groundskeeping.
- Understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, and chemicals, fertilizers, and similar products used in groundskeeping.
- Demonstrated teamwork and customer service skills.
- A positive attitude and poise under pressure.
- Possess strong time management skills.
- Ability to work independently, without direct supervision, as well as work cohesively within a team environment.
- Ability to work effectively managing multiple tasks and participants in a stress-related environment with ability to work in a team environment.
- Have basic computer skills and able to use Microsoft Word, Excel, Outlook, and other office software systems (i.e., FMX).
- Ability to communicate clearly and concisely, both orally and in writing.
- Provide high attention to detail and accuracy with complete follow through.
- Ability to problem solve and resolve conflict.

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION and/or EXPERIENCE

- A high school diploma or the equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

- Applicant must possess a valid social security number, valid driver's license and a current working home/cell telephone with a number that can be accessed by management personnel for business contact purposes.

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 position.

- While performing the duties of this job, the employee may regularly be required to sit, stand, bend, stoop, or walk for prolonged and extended periods of time.
- Requires the ability to lift and carry groundskeeping supplies and equipment weighing up to 50 pounds on a frequent basis.

WORK ENVIRONMENT

- The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job.
 - Exposure to and use of chemical compounds for application on trees, shrubs, ground cover, flowers, and grasses.
 - Work is performed primarily out-of-doors, year-round.
 - Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with others,

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. **This is not an all-inclusive list of responsibilities, duties, and skills required of personnel.** Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for the position of Facilities and Groundskeeper for the Grace campus. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature:	Date Signed:
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