



Job Title: Groundskeeper
Status/Classification: Full-Time / Non-Exempt
Supervisor: Maintenance Supervisor
Salary: \$18.00-\$21.00/Hour

Position Summary: This is an entry-level position for candidates with skills in site ground maintenance, site safety, site landscape maintenance, site irrigation monitoring/maintenance, and site trash control. This role is the feeder pool for the Maintenance Technician role.

ESSENTIAL JOB FUNCTIONS: *Must be able to perform the position's essential functions with or without reasonable accommodation. Essential functions include the ability to lift up to 50 pounds, occasional lifting, carrying up to 20 pounds, extensive walking, and standing. Ability to operate personal computers and office equipment; read, record, and interpret information; ability to communicate effectively with staff, vendors, and residents. Climbing, Stooping, Kneeling, Lifting, Pulling, and Pushing 75-100% of the workday.*

PHYSICAL PROPERTY MAINTENANCE

- Maintain curb appeal of the property
- Performs site and unit maintenance in compliance with organizational policies and procedures to ensure the habitability of all common areas and living spaces.
- Maintains curb appeal and grounds by picking up debris throughout the property and the parking areas to promote the health and safety of the community.
- Performs duties in compliance with all applicable Fair Housing, Federal, State, and Local Statutes.

SITE INVENTORY

- Reports to the Maintenance Supervisor when inventory needs to be replenished.
- Keeps inventory in the correct location for stocking purposes.
- Keeps inventory room clean and free of debris that could become a safety hazard.

GROUNDS MAINTENANCE

- Implements site grounds operations in compliance with organizational policies and procedures.
- Maintains compliance with all applicable Fair Housing, Federal, State, and Local statutes.
- Maintains curb appeal
- Maintains parking lot: patch asphalt, cleaning and sweeping debris
- Snow removal and application of ice melt
- Maintains signage throughout the property
- Maintain and repair all trash enclosures

SAFETY

- Evaluate and report on risk factors and conditions impacting property.
- Operates all equipment in a safe manner and follows all operating and safety instructions
- Inspect and report the condition of outside lighting systems



LANDSCAPE MAINTENANCE

- Evaluate the performance of and recommend vendors for areas needing repair
- Trims low-hanging branches from trees that impede residents from using sidewalks
- Trims bushes as needed
- Makes repairs to retaining walls and plant beds. Not contracted out
- Keep plant beds free of weeds.

IRRIGATION MONITORING AND MAINTENANCE

- Works with Landscape contractor to ensure the irrigation system works properly and sufficiently.
- Report repairs that are needed on the irrigation system to the Maintenance Supervisor
- Perform Minor repairs to sprinkler heads and or lines not contracted out.

TRASH CONTROL

- Pick up all trash in the parking lot, grounds, and around trash enclosures
- Empty all trash receptacles throughout the property and sweep outside stairs and landings
- Remove all trash and debris from bushes, plant beds, and flower beds

BENEFITS

- Medical, dental, and vision insurance
- Medical and Dependent Care – Flexible Spending Plans
- Employee Assistance Program
- Company-paid Short-Term and Long-Term Disability
- Company-paid Life Insurance
- 403b Retirement Plan that Employer matches up to 3%