



## **Staff Job Description**

**Position:** Groundskeeper

### **Description:**

The Groundskeeper performs semi-skilled work in the maintenance, care, and modification of campus grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance on groundskeeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed.

### **Experience:**

Knowledge and experience in groundskeeping is required. 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 is required. Knowledge of the use and proper disposal of chemicals used in groundskeeping is preferred.

### **Skills & Abilities:**

- The ability to read English language sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, fertilizers and similar products used in groundskeeping is required.
- Skill in the proper operation and maintenance of grounds maintenance tools, equipment, and machinery is required.
- Requires the ability to lift and carry groundskeeping supplies and equipment weighing up to 75 pounds, prolonged walking or standing, and frequent bending, stooping, kneeling, and reaching on a daily basis.
- Requires a full range of physical motion in order to operate manual, electrically-powered and/or gasoline-powered groundskeeping equipment and machines.
- Requires the ability to access facilities and areas which may only be accessible by climbing stairs or by climbing ladders to a height of 20 feet (e.g., for tree trimming).
- Must be able to move throughout assigned areas, as the work is performed primarily out-of-doors, year round.

### **Job Duties:**

- Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf.
- Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
- Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.

- Reduces the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash receptacles on a regular basis, and removing, repairing and installing trash receptacles on property on an as needed basis
- Safely operates light vehicles such as tractors or riding mowers and portable power tools and equipment such as grass trimmers, leaf blowers, sprayers, and other groundskeeping equipment by following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
- 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.

To apply:

Complete the Staff Application at [www.fpdmacon.org/employment](http://www.fpdmacon.org/employment).

Send the application to Ken Garvin at [ken.garvin@fpdmacon.org](mailto:ken.garvin@fpdmacon.org).