

# GROUNDSKEEPER

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## GENERAL SUMMARY:

The Groundskeeper is responsible for the cleanliness of the community including grounds and landscaping, amenities, building exteriors, parking lots and dumpster areas, and other common areas of the community. The Groundskeeper demonstrates a high- level of customer service at all times. Groundskeepers will perform all of their duties in compliance with all federal and state laws pertaining to the industry including Fair Housing.

This position reports directly to the Maintenance Supervisor (or Community Manager if community is not staffed with a Maintenance Supervisor) and has no subordinates.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delivers and promotes excellent customer service and supports the resident retention and service goals of the community at all times.
2. Responsible for complying with all community safety policies and procedures including utilizing recommended safety equipment (back belts, safety glasses, etc.).
3. Maintains the cleanliness and appearance of the community according to established community standards. Daily, the Groundskeeper
  - Inspects and cleans the community perimeter fencing (inside and outside), the main and secondary entrances to the property and to ensure all are clean, neat and trash free.
  - Cleans and maintains all dumpster areas. Inspects trash receptacle areas for rodents, ants, flies, and other pests and takes action to eliminate them.
  - Cleans and removes trash, debris and animal feces from the grounds, landscaping, breezeways, pool areas, common areas, amenities and parking lots and reports to the monthly lawn maintenance contractor.
  - Reports violations of inappropriate storage of bicycles, motorcycles and other owner property in breezeways or balconies.
  - Checks all sprinkler heads to ensure they are working properly and watering the landscaping and vegetation, not building walls, sidewalks and parking lots.
  - Reports any fire hazards or safety violations as observed immediately.
4. On a periodic schedule or as requested, the Groundskeeper
  - Inspects fire extinguishers to ensure they are in place and functioning properly.
  - Hoses down frequently used walkways.
  - Cleans parking lots.
  - Inspects landscaping and removes grass, shrubbery and leaves that are littering the property.
5. Completes all required forms accurately and in accordance with established community deadlines (I.e. time sheets, service requests, pool logs, maintenance checklists, etc.).
6. Follows established procedures for accessing and returning tools and other materials from the maintenance shop. Maintains, secures, organizes and cleans the shop as needed.

7. Responsible for reporting to work on time as scheduled and in proper uniform.
8. Helps to identify and reports any maintenance or mechanical problems with community equipment, pools, amenities, and tools as necessary to ensure all is in proper working order. Will monitor and maintain pool chemicals on a regular basis.
9. Participates in all mandatory training programs.
10. May be required to assist at other Shelton - Cook Real Estate Service communities as requested.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Ability to communicate effectively with supervisor.
2. Strong attention to detail.
3. Good interpersonal skills and the ability to interact effectively with persons of diverse social, cultural and ethnic backgrounds.
4. Ability to effectively work on a team and contribute to team goals.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands of the job described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 required to stand, bend, walk, sit, use hands and fingers to handle tools and controls, reach with hands and arms, climb stairs and ladders, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift a minimum of 50 pounds individually and up to 200 pounds with assistance devices (i.e. hand trucks, dollies, additional persons, etc.) Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works in an outdoor environment and is exposed to adverse weather conditions. The noise level in the work environment may be moderate to high.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have read and understand this job description and agree to comply with Shelton-Cook Real Estate Services, safety and community policies, Federal and State Fair Housing laws, OSHA guidelines, and the Clean Air Act of 1990.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_