Groundskeeper

Summary

A Groundskeeper is a part-time position (20 hours week). This position performs a variety of routine tasks and maintenance support tasks. It is especially critical all areas remain neat and free of litter at all times.

Responsibilities

• Physically walks the property on a daily basis and removes litter, debris, cigarette butts, etc. from the grounds; Rakes, sweeps, shovels as circumstances warrant
• Occasionally removes weeds from landscaped areas
• Distributes resident communications to residents; e.g., upcoming events, pest control notices, newsletters as needed
• Assists with various physical tasks as needed; e.g., snow removal, pressure washing buildings, digging post holes, trash-out for vacant units, etc.
• Special projects and other responsibilities as may be determined

Other responsibilities

• Maintains a professional courteous manner with all residents, vendors, contractors, and fellow employees
• Assures safety standards are used which comply with all company, local, City, State, and Federal guidelines
• Follows established company policies and those outlined in the Employee Handbook

Job Qualification / Requirements

• Possess a valid driver’s license for operating a vehicle
• Willing to assist co-workers in projects if necessary
• Successful completion of criminal background check and post offer drug screen
• Ability to work independently
• Ability to communicate with fellow employees as well as tenants and outside vendors

Physical Requirements

• Constant need to be on feet. (75% to 100% of the time)
• Have constant need to perform the following physical activities (75% to 100% of the time):
  o Bend/Stoop/Squat/Kneel - Perform routine maintenance/repairs, pick up debris.
  o Climb Stairs - Routine duties require access to all levels.
  o Reach Above Shoulder - Perform routine maintenance/repairs (clean gutters, etc).
  o Climb Ladders - Perform routine maintenance/repairs.
  o Grasp/Grip/Turning - Handle tools and equipment, perform routine maintenance/repairs.
  o Lifting/carrying (supplies, blower, ladders, etc.):
    • 75 - 150 lbs. - Occasional need (1% to 33% of the time)
    • 25 - 75 lbs. - Frequent need (33% to 66% of the time)
    • 1 - 25 lbs. - Constant need (66% to 100% of the time)
• Working environment outdoors (66% to 100% of the time), all conditions, often for extended periods of time.

PICK UP APPLICATION AT 2161 E 19TH STREET OR EMAIL RESUME TO CATHERINE@OWENSBOROHOUSING.ORG