

# GROUNDSKEEPER POSITION DESCRIPTION

## **Summary**

Clean assigned areas and maintain the property in attractive, safe and quality condition and provide customer service.

## **Reports to**

Maintenance Supervisor and Property Manager (or Assistant Manager in Property Manager's absence).

## **Supervises**

No direct reports. Works with other employees to ensure necessary tasks are completed.

## **Position Controls**

**Not authorized** to sign any contracts, agreements or other written agreements with vendors, suppliers, contractors, residents or any other person seeking to do business with the apartment community. Not authorized to make policy changes. Not authorized to give out confidential company information including resident information and current or former employee information. Must keep confidential all personal information furnished to us by rental applicants and residents.

## **Work Hours**

40 Hours per week including weekends and "on call" emergencies, if required. Overtime when requested and prior, written approval received.

## **Qualifications**

Minimum qualification requirements for the position are:

- Ability to be available to work as scheduled and as necessary
- Drug free
- Ability and skills to perform job functions (please see below)

Required qualifications relating to experience, skills, training and certifications will vary by property. The style of the property and its special needs will usually determine the necessary level of experience, skills and training.

## **Skills**

Interpersonal and customer focus are prerequisites for the position. In addition, the position requires the following:

- Knowledge of basic swimming pool operation, cleaning and use of pool chemicals.
- Ability to clean, maintain and paint buildings, vacant units, offices, driveways and walkways, and other areas of the property

## **Skills (continued)**

- Ability to operate electrical and gas motorized equipment, including pool and spa pumps and equipment, mower, edger, blower, powerwasher and compactor
- Ability to operate golf carts
- Customer service orientation
- Good image
- Ability to understand and carry out oral instructions
- Ability to read and carry out written instructions

## **Job Functions**

Essential functions of the position are to:

- Assist in inspecting and maintaining the property, buildings and equipment in an attractive, clean and safe condition at all times in accordance with company policies and procedures.
- Assist in ensuring that the grounds, buildings and units are fully functional, safe and attractive.
- Notify the Maintenance Supervisor and Property Manager immediately of any emergency conditions such as sewer backup, flooding and defective lighting.
- Follow all safety procedures including wearing safety and protective clothing. Report any safety hazards found and correct on a timely basis.
- Clean grounds at exterior of office and pool area including pool furniture according to company standards on a daily basis before 9:00 a.m.
- Clean and remove all trash, obstacles and debris from grounds, parking lots, roads, amenity areas, plant beds, breezeways, stairwells and dumpster areas according to company standards.
- Dispose of all trash, obstacles and debris in containers provided.
- Clean pool and maintain pool equipment on regular schedule established by Maintenance Supervisor.
- Maintenance responsibilities also include groundskeeping, painting, exterior repairs, landscape and irrigation tasks.
- Adhere strictly to the requirements of the Safety Manual.
- Assist with disturbances during business hours and other property emergencies whenever they occur.
- Attend company meetings, training and safety seminars.
- Perform other property related tasks assigned by Maintenance Supervisor or Property Manager.

## **Miscellaneous**

Position requires employee to wear appropriate apparel.

**Physical Functions**

The necessary physical functions for the position include standing, walking, lifting, pushing, pulling, climbing, stooping, kneeling, bending, reaching, writing, driving, talking, hearing, seeing, and ability to cope with environmental conditions inside the buildings and outside throughout the year.

**I understand that this position description describes the job duties in general and does not necessarily include all functions.**

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date