

Job Description



Position Title: Grounds worker
Department: Grounds
Reports Directly To: Facilities Manager
Reports Indirectly To: Grounds Lead
Directly Supervises: N/A
Indirectly Supervises: N/A

Location: NorthBay
FLSA Status: Non-Exempt/ Full Time
Grade:
Job Code:
Approved Date: 7/23/2013

SUMMARY: The grounds worker is responsible for the maintenance of all outdoor areas and the general maintenance and upkeep and appearance of the NorthBay grounds, as well as all NorthBay vehicles and grounds related equipment. Displays positive, motivated demeanor and is team-oriented.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following, but not limited to.

1. Ensures all duties and activities relating to the grounds and their upkeep are carried out in an effective timely manner.
2. Maintenance of all lawns, trees, gardens, shrubbery and hardscape including clipping, cutting and leaf removal.
3. Ensure that all sidewalks, parking and public areas are clean and clear from snow, ice, leaves, clippings and debris.
4. As directed by supervisor, maintain and repair all NorthBay vehicles.
5. Experience with equipment including, but not limited to, skid steer, tractor, and zero turn mower.
6. As directed by supervisor, maintain all Grounds and Maintenance associated equipment and machinery.
7. Perform all other duties as assigned.

QUALIFICATIONS: Must have 2 years or more of working in a grounds keeping position or currently be pursuing a degree or certification in grounds/ turf management. Must be able to work independently on projects.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent

SUPERVISORY RESPONSIBILITIES: N/A

LANGUAGE SKILLS:

Strong communication skills required, both verbal and written.

LICENSES, CERTIFICATES, REGISTRATIONS: Drivers License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to talk or hear. The employee is frequently required to sit. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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The work environment is primarily outdoors and educators may be exposed to all types of weather including but not limited to rain, snow sleet, high wind, cold, heat, and may be exposed to biting and/or stinging insects to include but not limited to ticks, chiggers, mosquitoes, flies and bees.