

EMERALD HEIGHTS

Job Description

Job Title: Grounds Worker

Department: Facilities

Classification: Hourly; non-exempt

Reports to: Grounds Supervisor

Job Overview: The Grounds Worker is responsible for the overall appearance of the Emerald Heights' campus. This includes all grass and planting areas, walkways and entrances, and driveways and parking areas. Monitors maintenance of exterior and interior trash areas, cleaning and sanitizing as needed, and keeps equipment in good condition and organized. Duties are performed throughout the campus under all weather conditions.

DUTIES AND RESPONSIBILITIES

- Assure that grounds are well-groomed and free of trash, debris, and hazards.
- Assure that walkways are clean and clear of hazards.
- During inclement weather keep walkways and roads clean and clear of hazards to the maximum extent possible.
- Control weeds year round.
- Operate the irrigation system.
- Maintain appearance of the outdoor signs, parking lot lines, and curb markings.
- Blow and sweep walkways and parking areas on a routine basis.
- Assure cleanliness of walkway light bollards and facility light standards.
- Keep employee entrance clean.
- Keep main trash room dumpsters emptied clean and sanitized. Keep trash rooms clean.
- Provide a continual litter patrol throughout the campus
- Carry out work orders as required.
- Regular, predictable, and dependable attendance.

REQUIREMENTS

- High school diploma or completion of GED.
- Read, write and speak English and follow written and oral instructions in English.
- Landscaping experience preferred.
- Fundamental knowledge of operation of grounds equipment.
- Fundamental knowledge of lawn and plant care.
- Ability to work effectively with residents, department personnel, peers, and supervisors.
- Perform basic arithmetic.
- Know and be able to carry out policies and procedures dealing with emergencies and unexpected events.
- Able to deal with multiple priorities/demands.
- Able to work independently.
- Good judgment.
- Knowledge of entire facility.

