



Grounds Job Description

Job Title: Grounds

Department: Maintenance

Reports To: Maintenance Supervisor

FLSA Status: Non- Exempt (eligible for overtime)

SUMMARY:

As our Grounds Person, you will perform the landscaping duties and general up keep of the grounds and amenities of our apartment communities. While setting high standards for performance and beautification, your role will be to maintain the high quality of appearance and impression the property delivers from the exterior by utilizing current landscaping skills and applying techniques to portray a luxurious and inviting community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Keep the property and landscaping clean by inspecting the property each morning and picking up any trash or debris littering the grounds
- Clean the pool area, hose down the area, pick up any trash, straighten chairs, etc.
- Create a well-kept look and safe environment
- Trimming and pruning trees and shrubs for safety
- Thorough knowledge of equipment functions
- Ensure all equipment is in working condition
- Understand the layout of the property and awareness of landscaping items
- Communicate with the Maintenance Supervisor and Property Manager about any unsafe or hazardous environments on the property
- Exceptional safety skills

- Remove snow and ice from public areas
- Assist in the maintenance of any plant material on site as directed by the Maintenance Supervisor or Property Manager
- Maintain and handle grounds/ landscaping cleaning supplies in accordance with FCM HAZCOM Program. Alert Maintenance Supervisor on the supply levels in order to provide ample inventory at all times
- Maintain and handle maintenance and/or grounds equipment in accordance with FCM Safety rules, HAZCOM Program, OSHA guidelines, etc. Equipment must be returned daily in good condition to proper secured storage area
- Distribute resident communication notices as requested by Maintenance Supervisor and/or Property Manager
- Perform any additional duties as assigned by Maintenance Supervisor and/or Property Manager

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- High School Diploma or Equivalent Preferred
- Moderate level of proficiency in written, verbal, and arithmetic skills,
- Must be able to read and follow instructions regarding the handling of chemical supplies, service requests, etc.
- Ensure a safe and hazard free living and working environment

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 35 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and conditions.

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 individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Minimal occasional need (0% to 5% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. 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.

ADDITIONAL REQUIREMENTS:

A Grounds person must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.