

JOB DESCRIPTION

PROGRAM: **Housing & Building Initiatives**

JOB TITLE: **Facilities Groundskeeper**

PAY GRADE: **4**

JOB SUMMARY

This position performs a variety of tasks and assignments in the groundskeeping and cleaning of STEP facilities. Duties may include moving furniture, assisting in employee relocation, landscaping, snow removal, maintaining building exteriors, making general repairs, performing preventative and required equipment maintenance, and performing maintenance-type cleaning of facilities.

SUPERVISORY RELATIONSHIPS

SUPERVISES: Not Applicable

REPORTS TO: Facilities & Maintenance Lead

ESSENTIAL QUALIFICATIONS

- ☐ High school diploma or GED certificate; and,
- ☐ Minimum of one year of experience or technical training in general landscaping, snow removal, and lawncare equipment.

GENERAL REQUIREMENTS

- ☐ Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check current within 90 days of employment; and Motor Vehicle Record check; and,
- ☐ Clear speaking voice and the mental and physical ability to perform essential job functions with or without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lift a maximum of thirty pounds unassisted and sixty pounds assisted, have unrestricted use of the upper body, and corrected or uncorrected hearing and vision within normal ranges; additionally working in restricted areas such as crawlspaces and attics, and wear safety equipment as required by OSHA.

SPECIFIC DUTIES

- ❖ Safely and properly performs landscaping of facilities including, but not limited to mulching, mowing grass, raking, cleaning lawns, and pruning trees;
- ❖ Safely and properly shovel snow, sweep and clean sidewalks, and assist in properly maintaining surrounding grounds;
- ❖ Safely and properly performs janitorial tasks when needed, including but not limited to the following: cleaning and disinfecting urinals/commodos, sinks, showers, and mirrors; replacing restroom supplies; and cleaning and disinfecting drinking fountains;
- ❖ Safely and properly performs preventative maintenance, care, and cleaning on groundskeeping equipment including but not limited to mowers, trimmers, salt spreaders, blowers, etc.;
- ❖ Ensures the health and safety of building occupants;
- ❖ Provides appropriate project documentation and complete paperwork, as required;
- ❖ Ensures quality of completed assignments;

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- ❖ Maintains a secure worksite with regard to all equipment and materials; and,
- ❖ Performs other related work, as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Basics of groundskeeping and maintenance of tools utilized;
 - Effective customer service principles; and,
 - Geographic area served.
- ❖ Skill in the following:
 - Utilizing hand and power equipment to effectively perform work in all aspects of landscaping, lawn care, and snow removal;
 - Utilizing basic computer programs such as outlook, word, and excel;
 - Utilizing web-based work order software; and,
 - Troubleshooting and working as a team member.
- ❖ Ability to perform the following:
 - Assess and make field decisions regarding the appropriate action(s) to take with respect to building maintenance;
 - Manage multiple and sometimes conflicting assignments;
 - Establish effective working relationships with other staff and customers;
 - Communicate effectively orally and in writing;
 - Evaluate and anticipate potential site hazards and ensure a safe environment for all employees, dwelling occupants, and bystanders during an assigned project;
 - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
 - Project a positive image;
 - Understand and follow oral and written instructions, some of which may include multifaceted procedures; and,
 - Work independently of direct supervision.