

Job Description

Job Title: **Groundskeeper**

Hourly wage range: **B**

Status: Non-exempt

Reports to: Grounds Manager

Primary Job Function:

To keep the grass mowed, weeds treated, trash properly disposed, trees and bushes trimmed to enhance the beautification of the campground.

Job Requirements:

Minimum Age required: Must be at least age 16.

Essential Duties:

1. Mow grass, spray weed-killer and provide consistent lawn care to campground areas.
2. Trim trees and bushes and properly dispose of trimmed materials.
3. Pick up trash and other discarded items from camper's lots and around the park.
4. Haul refuse and waste items to proper disposal site as needed.
5. Maintain tractors, lawn mowers and other park vehicles used for grounds keeping responsibilities.
6. Check fuel and oil levels prior to operating equipment.
7. Ensure that each overnight lot has a picnic table and fire pit.
8. Clean fire pits and properly dispose of ashes.
9. Notify the Grounds Manager immediately of any incidences or circumstances that could potentially harm someone or the campground.

Other Duties:

1. Transport large propane tanks for guests.
2. Fix or report need for repair on park vehicles, tractors, lawn mowers or other equipment.
3. Stock supplies and keep tools and equipment in a secure place when not in use.
4. Repair, paint or build picnic tables and other campground items.
5. Inform Grounds Manager of malfunctioning equipment or vehicles.
6. Inform Grounds Manager of additional assistance when needed, required parts, tools, equipment or other items to complete the job.
7. May work in contact of water, waste, sewage, gas, oil and other chemical substances in the course of performing this job.
8. Establish and maintain effective working relationships with co-workers, management and the general public.
9. Be discreet and retain information about park business and our guests as confidential. Disclosure is to only those employees or specific individuals with a legitimate need to know.
10. Attend training and develop relevant knowledge and skills as requested by management. Work with various vendors who assist in maintaining our fuels, spraying our weeds, trimming our trees or fixing our equipment.
11. May be asked to dispense propane after completing training provided by the Grounds Manager.

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12. Job Skills Needed:

COMMUNICATION SKILLS - This individual must be able to read and speak English. They must be able to manage mechanical issues with the various maintenance equipment needed to perform their duties. They must have the ability to read equipment manuals.

MATHMATICAL SKILLS This position does not require using mathematical computations.

MACHINE SKILLS: Must have basic machinery knowledge of the equipment used for grounds keeping. A working knowledge of how engines and mechanical systems work is needed.

INDEPENDENT JUDGEMENT: This position will exercise independent judgment occasionally. The grounds keeper must notify their manager before ordering equipment, parts or starting repair work.

CRITICAL THINKING SKILLS: This position will include awareness of service issues that could be detrimental to the business. Individuals must keep safety first, and perform their responsibilities in a manner that enhances the beautification of the campground.

PROFESSIONALISM: Individuals need to always respond with appropriate etiquette, politeness and professional demeanor when dealing with the camping public and other staff.

KNOWLEDGE: Individuals need knowledge of how to handle and dispose of hazardous materials.

Education Requirements: No educational requirements for this position. At least two years training in mechanical systems and/or engines or equivalent on the job experience is desired.

Physical Requirements:

Driving- Must have valid driver's license.

Operating Equipment- Operate lawn mowers, weed trimmers and golf cart.

Standing- Considerable standing is required while operating equipment.

Sitting- Some sitting occurs while operating the mower and other equipment.

Stooping or bending- The job often requires stooping, bending, raking and shoveling.

Walking- A substantial amount walking is required to perform this job.

Climbing- Climbing may be required for this position; such as climbing on and off tractor and other equipment.

Lifting- Some heavy lifting of materials and hand equipment are required for this job. In an emergency you may be required to operate a fire extinguisher weighing approximately 10lbs.