



JOB DESCRIPTION

POSITION TITLE: Facilities Groundskeeper

IMMEDIATE SUPERVISOR: Facilities Supervisor/Director of Operations

JOB TYPE: Full-time

GENERAL FUNCTIONS:

The Groundkeeper is responsible for general landscaping maintenance and exterior church grounds. This position reports directly to the Director of Operations and will also have daily direction from the Facilities Supervisor. Employee will embrace the beliefs, vision, and values of Ten Mile Christian Church (TMC).

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Perform grounds keeping outside building maintenance
- Mow lawn, trim, and edge around walks, flower beds, and parking lots
- Planting flowers, grass, shrubs, and bushes as needed
- Apply fertilizer as needed to ground to enhance growth
- Sweep walkway of debris
- Cut down tree limbs that are posing a danger
- Trim shrubs and pull weeds
- Perform minor repairs and maintenance procedures on equipment
- Rake, mulch, and prune the grounds as needed
- Repair sprinkler systems as needed
- Trash pickup whole property dump field garbage cans
- Keep areas around dumpster and house clean
- Keep all walkways safe for pedestrians
- Shovel snow from walkways and ice melt walkways as needed
- On occasions if needed, may be asked to assist table and chair setups
- May be asked to assist in inside maintenance work as needed

QUALIFICATIONS AND SKILLS:

- Possess a high school diploma or hold a general education degree (GED) certificate.
- The applicant will be required to submit to a background check.
- This position will require moderate to frequent driving; therefore, a valid driver license is required
- Be in good physical & mental health

EXPERIENCE/OTHER REQUIREMENTS:

- Two years of prior experience in “Groundskeeper” duties, preferably in a church or similar setting.
- Reliability & task performance without supervision is essential
- Be familiar & experienced with powered equipment & power tools (e.g. Tractors, mowers, trimmers, hand and small power tools, ladders, etc.).
- Ability to transfer/lift weight up to one hundred (100) pounds; ability to climb and work from ladders; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity).

WORKING CONDITIONS:

- Hot and cold temperatures; handling chemical products; transferring/lifting (up to one hundred (100) lbs.; climbing and working from ladders; standing, bending, walking, sitting, stooping, kneeling, squatting; hand-eye co-ordination and arm/hand/finger dexterity.

GENERAL:

- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Be punctual, trustworthy, and willing to work.
- Be flexible in availability to accommodate the schedule of church activities.
- Be flexible to change schedule as needed to work around rainy days