**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Groundskeeper**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

Maintains grounds of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to maintain a neat, attractive appearance. Performs diverse duties as assigned by supervisor.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision, referring problems, concerns, etc., to supervisor for help. There are specific guidelines to follow, but work requires the ability to carry out duties independently and do some planning and scheduling. May supervisor other grounds workers.

Essential Job Functions

The Groundskeeper’s responsibilities shall include, but are not limited to the following:

* Cuts lawns; trims and edges around walks, flower beds, and walls
* Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
* Plants grass, flowers, trees, and shrubs
* Weeds and mulches flower beds and around trees; rakes and bags leaves
* Waters and fertilizes flower beds and trees
* Cleans grounds and removes paper, trash, and other litter
* Checks water sprinklers to be sure they are working properly
* Removes snow and ice by shoveling snow from walks and driveways. Spreads salt on public passages to prevent ice buildup
* Makes minor repairs on equipment such as lawn mower and snow removal equipment
* Helps other plant service personnel move furniture in building as requested
* Assigns work to other grounds workers
* Performs other related duties as assigned by supervisor

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience/Credentials

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Knowledge and Skills

Must be able to read and comprehend simple instructions. Ability to effectively present information to other employees, suppliers, and service personnel. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Contacts, Organizational Relationships

Some contact with inside and outside organizations and employees. Must possess interpersonal skills and project a professional Christian image.

Physical Requirements

Must be able to read, speak, and hear. Some standing, walking, bending, kneeling, carrying of heavy items, etc. required. Standard work hours, as defined by organization are required. Overtime is rarely required and never permitted without supervisor’s prior approval.

Working Conditions

Essential responsibilities are performed primarily outside during daylight hours with some hazardous conditions, such as exposure to chemicals and equipment. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**