

Ambling Companies, Inc.
Job Description

Job Title: Groundskeeper
Department: Management
Reports To: Property Manager
FLSA Status: Non-Exempt
Prepared Date: September 24, 1999
Revised Date: February 1, 2000

SUMMARY

Maintains grounds of apartment community by performing the following duties.

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

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.

Empties office space trash and garbage containers.

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.

Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.

Rakes and bags or burns leaves.

Cleans grounds and removes litter.

Cleans snow and debris from sidewalk.

Shovels snow from walks and driveways.

Spreads salt on public passage ways to prevent ice or snow buildup.

Plants grass, flowers, trees, and shrubs.

Waters lawn and shrubs.

Repairs fences, gates, walls, and walks.

Paints fences and outbuildings.

Cleans out drainage ditches and culverts.

Sharpens tools such as weed cutters, edging tools, and shears.

Makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.

May empty tenants trash and garbage containers

May replace air conditioning filters.

Keeps Property Manager informed at all times.

Supports Ambling Companies' guidelines and policies.

Arrives to work on time and prepared.

In the absence of a Maintenance Technician:

Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance duties.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilation equipment.

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

EDUCATION and/or EXPERIENCE

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.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in

one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Signature

Date