



Job Title: Groundskeeper/Maintenance

Date Created: 3/1/2018

Reports To: IT Manager

Last Revision: 07/22/2020

Department: Maintenance

FLSA: Non-Exempt – Full Time

GENERAL SUMMARY OF DUTIES: The Groundskeeper/Maintenance is responsible for light construction, maintenance and custodial duties.

ESSENTIAL FUNCTIONS

- Performs light construction projects.
- Ensures that all light fixtures are in working order
- Performs basic repairs on equipment and furniture
- Removes snow from walkways and other public areas
- Maintains clean outside building appearance
- Clean and maintain filters and screens for water and dryer systems
- Checks in purchased goods and shipping deliveries and reconciles with Finance
- Schedule and coordinate construction projects with vendors
- Performs other duties as assigned

EDUCATION

High school diploma or GED required. Trade or vocational school diploma or certification preferred.

EXPERIENCE

Two years of groundskeeping/maintenance experience, preferable in a health care setting.

KNOWLEDGE/SKILLS

- Knowledge of building maintenance concepts, plumbing and electrical wiring
- Knowledge of cleaning standards, methods, and materials
- Knowledge of common safety codes, hazards and precautions to establish a safe work environment
- Basic carpentry, electrical, plumbing and HVAC
- Skill in using precision tools
- Skill in manual and finger dexterity
- Skill in repairing equipment and remodeling work areas

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office environment. Involves frequent contact with co-workers. Must be able to drive between multiple office locations.

PHYSICAL/MENTAL DEMANDS

Prolonged walking or standing, repeated stooping, squatting, stretching, requiring full range of body movements. Requires eye-hand coordination in utilizing equipment and tools. Frequent lifting and carrying materials up to 75 pounds. Possible exposure to chemical hazards.

Employee Print

Date

Employee Signature

Date