

SPRING VALLEY LAKE ASSOCIATION

Maintenance-Groundskeeper Job Description

Job Title: Maintenance-Groundskeeper

Department: Maintenance

Location: 13325 Spring Valley Parkway

Reports to: Facility Maintenance Manager

Compensation: \$16.77-17.60 hourly

Last Updated: 4/2024

POSITION SUMMARY:

Maintenance groundskeepers are responsible for the upkeep and appearance of outdoor areas, buildings, equipment and all facilities. Performs regular maintenance at all facilities including mechanical, electrical and architectural as required and or scheduled. Perform custodial duties at all facilities and community as required and or scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Removes all trash and debris from all Association areas by regularly inspecting grounds, including pathways, drains, v-ditches and transporting the trash to designated central collection points on a daily basis.
- Remove, clean, disinfect trash and cigarette receptacles on a regular basis.
- Inspect and clear all pathways, gangways, ramps, docks, play areas, parking and steps to insure safe clear conditions at all times, including addressing ice, snow and other cold weather conditions by either removing or treating the areas affected.
- Apply approved chemicals as required for each purpose properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
- Performs painting at all facilities and grounds as required, including proper preparation for the area, such as scraping, filling, patching, spraying and proper clean up. They will insure the area is properly protected from paint, droppings, spilling or over spraying, etc.. Insuring area is clean and clear and all products are disposed of correctly at the end of each shift.
- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Replaces and disposes of consumable items for all mechanical and electrical fixtures at all facilities as required due to failure or regular maintenance procedures, like light bulbs, HVAC filters, etc. using ladders, lifts, or other tools properly.

- Performs custodial services following established procedures and guidelines in buildings, classrooms, offices, lavatories, restrooms, etc. including their furnishings, using manual tools and powered machines.
- Performs minor carpentry, plumbing and electrical repairs using hand and power tools properly.
- Work effectively with other team members in a loud or quiet environment.
- Assure that jobs specified on maintenance requests and work orders are completed satisfactorily and in a timely manner.
- Performs scheduled water sampling and chemical application using the proper equipment and tools, ensures these tasks are done on time and in a timely manner.
- Can perform equestrian barn duties as scheduled, ensuring the training procedures and guidelines are followed and performed on time and in a timely manner.
- Operate mowers, tractors, boats and other equipment as trained and directed to perform scheduled and directed duties safety and satisfactorily.
- Performs regular and as directed grounds and landscape maintenance by mowing lawns; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds: and setting up, adjusting, repairing, and cleaning irrigation systems.
- Event set-up, tear down and clean up as scheduled and required.
- Attend special training classes and sessions to increase skill in various crafts.
- Ability to department issued Policies & Standard Operation Procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills and leadership abilities required.
- Ability to manage projects effectively, timely and with adequate resources.
- Knowledge of grounds keeping methods and maintenance.
- The ability to use good judgment and decision-making skills to evaluate crisis situations, establish priorities and resolve and mediate matters.
- Ability to work with diverse individuals regardless of their age, race, or mental status.
- Knowledge of proper operation and maintenance of grounds maintenance tools, equipment, and machinery is required.
- Ability to identify and eradicate disease or insect damage to plant and turf materials.
- Ability to work alone in outside weather conditions.

REQUIRED QUALIFICATIONS:

- High School diploma or GED
- At least 1-2 years of experience in grounds keeping is required, where knowledge of the methods, materials and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, ground cover, flowers and grasses has been gained.
- At least 1-2 years of experience in custodial experience, where knowledge of grounds and building maintenance has been gained.

- Knowledge of relevant OSHA standards.
- Must be detailed oriented, plan and manage projects, multi-task and meet deadlines in a fast-paced environment.
- Possession of, or the ability to obtain a valid California Driver's License.
- Valid Driver's License - Driver's license must be maintained and acceptable according to SVLA's insurance standards.
- Ability to successfully pass a background check and other pre-employment screening.
- Ability to work rotating shifts, respond to on-call emergencies, work overtime, and be available to work weekends and holidays when necessary.

WORK ENVIRONMENT:

- The work is performed primarily outside and includes seasonal exposure to cold and heat.
- The worker is also exposed to awkward/confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, wetness/humidity, and mechanical hazards.
- The worker is exposed to and use of chemical compounds for application in lakes, concrete, fixtures, restrooms, kitchens, buildings, roofs, equipment, trails, trees, shrubs, ground cover, flowers and grasses which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.

PHYSICAL REQUIREMENTS:

- Climbing, balancing, reaching, standing, walking, grasping, feeling, talking, and hearing are other physical activities that are required frequently for this position.
- Able to work in small and confined spaces for extended periods of time.
- Must be able to stand for extended periods of time.
- Required to use close vision and be able to read or see obscure or faint printing with or without corrective lenses.
- Must be able to lift up to 50 pounds.
- Ability to work on a ladder or mechanical lift at heights of over 12 feet.
- Regular attendance is a necessary and essential function.

APPEARANCE AND GROOMING:

- Maintain a clean, well-groomed, professional appearance at all times.
- Ability to have a professional demeanor and present oneself in a manner most likely to inspire public confidence and respect.
- Ability to Comply with the Department's uniform and grooming Standard Operating Procedures.

ADDITIONAL INFORMATION:

The statements indicated in this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties, and/or skills required of the individual. The right to add to or change the duties of the position at any time is retained by the GM.

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