

## **Green Lake Conference Center Job Description**

Position: Groundskeeper

Reports to: Director of Maintenance

Position category: Fulltime, hourly

### **Overall expectations**

To be a leader in maintaining our grounds to as high a standard as possible within our resource constraints. To minimize weeds and neatly maintain lawns in the areas most visible to paying guests. To create neat low maintenance landscaping around the rental home and main buildings. To help lead paid and/or volunteer staff as assigned.

### **Specific responsibilities**

- Recycle and refuse collection
- Lawn mowing – both riding and walk behind machines
- Lawn edging and weed whipping
- Leaf collection and removal
- Tree and brush removal
- Split and stack firewood
- Snow removal – shovel, blower and plow as directed
- Clean and maintain equipment daily including oil changes and minor repairs
- Other tasks as assigned by the Director of Maintenance or Grounds Supervisor

### **Qualifications/Specific Skills**

- HS diploma or GED required
- Training and/or experience in landscape design and maintenance preferred
- Ability to work outdoors for extended period and in inclement weather
- Ability to walk or stand for extended periods
- Ability to work with limited direct supervision
- Ability to lift up to 100 lbs. with assistance on occasion and 50 lbs. frequently without assistance
- Ability to walk or operate machinery on uneven terrain
- Ability to operate multiple types of vehicles and power equipment
- Experience in mechanical repairs, carpentry, welding, electrical or plumbing, an advantage
- Flexible schedule to include evenings and Saturdays as needed

### **Core responsibilities of every staff member**

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations