



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SEASONAL GROUNDSKEEPER: SUMMER

Job Title: **Summer Groundskeeper**

FLSA Status: Non-Exempt

Status: P/T

Reports to: Property Manager

Job Code:

Job Grade:

Department: Buildings & Grounds

Revision Date: May 2018

POSITION SUMMARY:

Seasonal Groundskeepers maintain the landscaping and lawn of the YMCA exterior property and grounds. May complete duties related to mowing, trimming and general upkeep of all exterior areas.

ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of grounds of building, including lawns, landscaping and other areas
2. Mows and cares for lawns; operates weed-eater trims shrubs and plants; pulls weeds
3. Maintains and cares for equipment, including lawnmowers and weed-eater; Records and reports all needed repairs; Repairs as directed.
4. May sweep parking lots and other areas, removing trash and debris
5. Performs other duties as assigned

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Minimum Age: 16
2. Must be an example of good moral behavior
3. Ability to read and interpret instructions, procedures, manuals, and other documents.
4. Ability to report and record maintenance requests.
5. Knowledge of cleaning methods and equipment.
6. Basic understanding of the upkeep and care of lawn equipment and its safe, efficient use.

WORK ENVIRONMENT & 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; must be able to lift 50 pounds minimum; must be able to properly operate, use and maintain all mowing and trimming equipment, including, but not limited to: riding mowers, push behind mowers, weed eaters, tractors and shredders.
- Sufficient physical strength and agility to carry out essential duties.
- Must be alert to children’s activities to recognize potential hazards and accidents; safe decision making skills required, putting member and guest safety and needs first.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to paint, clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

SIGNATURE:

I have reviewed and understand this job description:

Employee’s name

Employee’s signature

Today’s date: _____