



## Job Description

<b>Position Title:</b>	Groundskeeper
<b>Relationships:</b>	
<b>Reports To</b>	Grounds Maintenance Supervisor
<b>Subordinate staff</b>	
<b>Other internal contacts</b>	Maintenance and Production Managers
<b>Work Environment:</b>	Works within the production facilities and grounds. The work environment is physically demanding, with considerable lifting, bending, squatting and climbing. May be exposed to adverse weather and varying external temperatures.
<b>Summary of Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Responsible for the cleanliness, upkeep, and maintenance of the facility including buildings, grounds, and parking areas to meet company and regulatory compliance.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Works with grounds crew members in the general care of all assigned properties. This includes, but is not limited to: pressure washing, mowing, weeding, planting flowers, watering, garbage pickup, and painting.</li> <li>• Must be able to drive company truck/trailer and haul our pressure washer and push and pull 100 pounds of machinery.</li> <li>• A professional and courteous manner and an ability to work harmoniously with other employees.</li> <li>• Follow agency personnel and safety procedures.</li> <li>• Cleans grounds and removes litter.</li> <li>• Responsible for daily upkeep of the property buildings and grounds which includes cleaning and removing of trash.</li> <li>• Be aware of and operate within OSHA (Occupational Safety &amp; Health Act) standards and company safety policies at all times.</li> <li>• Responsible for thorough knowledge of company policy and procedures.</li> <li>• Performs mowing, trimming and edging when required.</li> <li>• Accepts and performs other work as assigned by the supervisor.</li> <li>• Receives written work orders or verbal instructions from supervisor.</li> <li>• Cleans internal areas of buildings, including sweeping and mopping.</li> <li>• Maintains cleanliness of public areas, storage areas, and parking lot.</li> <li>• Empties trash cans and maintains containers to ensure regulatory compliance</li> <li>• Assists other departments with moving furniture and unloading and storing supplies.</li> <li>• Other duties as assigned.</li> </ul>
<b>Job Specific Knowledge &amp; Skills Required :</b>	<ul style="list-style-type: none"> <li>• Experience and or vocational training in performing similar duties.</li> </ul>



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<b>Management Skills Required:</b>	<ul style="list-style-type: none"> <li>Organizing, verifying and routing of required documentation when necessary.</li> </ul>
<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>High School graduate or GED.</li> <li>Must be able to work a flexible work schedule.</li> <li>Must obtain and maintain a security clearance.</li> <li>Must be able to tolerate prolonged standing, sitting, walking and/or lifting.</li> <li>Must be able to read, write, speak, and understand English</li> </ul>
<b>Skills required for Equipment Use:</b>	<ul style="list-style-type: none"> <li>Must have a Valid Driver’s License.</li> <li>Safely use mowers, weed cutting, pressure washers, and various hand held tools.</li> <li>Ability to safely operate industrial equipment (fork lift, hi-lo, truck, etc.)</li> <li>Demonstrated problem solving capability.</li> </ul>
<b>Key Performance Metrics :</b>	<ul style="list-style-type: none"> <li>Good use of time management skills and reliable in attendance</li> <li>Ability to follow instructions and successfully complete job assignments without direct supervision</li> <li>Ability to work safely and with required PPE</li> <li>Good communication with supervisor and co-workers</li> </ul>

### Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Groundskeeper position is classified as a Non-Exempt (hourly) position.***

**(Please Print and Sign Name.)**

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Print Name

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Signature

\_\_\_\_\_

Date