



# Sunshine Community Health Center

## Job Description

**Job Title:** Groundsperson/Groundskeeper  
**Department:** Administration  
**Reports to:** Facility Maintenance Manager  
**FLSA Status:** Non-exempt  
**Approved:** July 2018

### **SUMMARY:**

This position is responsible for maintaining SCHC's outdoor landscape & grounds; participates in ground construction activities at SCHC facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plants shrubs, trees and flowers; prunes trees and shrubs
2. Rakes leaves and mows lawns
3. Removes debris from walkways
4. Waters trees, shrubs and lawns; performs irrigation activities
5. Sprays for weeds and insects using unrestricted chemicals, as required
6. Operates equipment such as mowers, edgers and hand tools associated with ground maintenance and landscaping activities
7. Empty outdoor trash and cigarette containers
8. Washes walkways and other outdoor areas, as needed
9. Monitor necessary inventory and report needed supplies to Facility Maintenance Manager for re-ordering
10. Performs minor maintenance and repair on equipment and tools, as required
11. Maintain equipment and storage area(s) in a clean and organized fashion
12. Assists in maintenance of parking lots and other surfaces, including minor asphalt repair and masonry or plaster work
13. Installs and removes outdoor signs, parking and traffic control barriers, etc., as needed
14. Cleans outside of windows and screens, as needed
15. Performs snow and ice removal from designated areas such as sidewalks and entryways
16. Ensures attendance and hours worked are accurately recorded.
17. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

**Received:** Works under supervision of the Facility Maintenance Manager. Supervision is received through personal conferences, general observation of work and progress, and by periodic reviews from supervisor of completed work.

**Performed:** This position typically supervises no others.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Current (annual) TB screening, Hepatitis A and B immunization is required of all SCHC employees handling medical waste.

**EDUCATION AND/OR EXPERIENCE:**

Graduation from high school or the equivalent and at least 18 years of age. Two years of relevant experience, preferred.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of equipment, tools and procedures of ground construction and care
- Knowledge of chemicals and supplies used in grounds care and gardening
- Skill in operating grounds maintenance and grounds construction equipment
- Organizational and time management skills
- Ability to work independently
- Effective communication skills
- Ability to work effectively with others
- Ability to see, hear, and communicate verbally
- Ability to follow detailed written and oral instructions
- Knowledge and ability of proper lifting techniques

**PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must be physically active, have the ability to lift, carry and move up to 50 pounds, be able to bend, have the ability to skillfully use hand and power tools, vacuum cleaners, floor polishers, be capable of climbing ladders and work at roof height, have the ability to lift objects over their head and be able to work in adverse weather conditions. Employee may need to climb stairs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. SCHC promotes the principles of Resiliency throughout the organization.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own transportation. The general work environment is clean with a moderate temperature noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing reading, writing and telephones, etc.

**OSHA:**

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. All SCHC facilities are non-smoking. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge.

**EMPLOYMENT PRACTICES:**

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits based on race, color, and national origin, and creed, ability to speak English, disability, sex, age or marital status, veteran status or any other protected class. Persons alleging unequal treatment should contact Human Resources (907)733-9236.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC's established policies and procedures.

\_\_\_\_\_  
Employee Printed Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Date