

Groundskeeper

Job Summary: This position performs routine tasks, normally repetitive in nature, required to effectively maintain a peak level of cleanliness and neatness of the Community's appearance and curb appeal.

Essential Duties and Responsibilities

1. Clean and pick up trash from around trash dumpster, ensuring a clean and tidy appearance at all times.
2. Clean and arrange furniture and trash receptacles in pool area.
3. Clean and maintain club facilities in an orderly, presentable and decorative fashion.
4. Maintain cleanliness of office and all other amenity and common area facilities assuring general cleanliness of grounds, laundry rooms, walkways, streets, driveways, parking lots, entrances, foyers, breezeways, recreational areas, etc.
5. Ensure cleanliness of exterior building lights and assist when needed in performing light checks and repairs.
6. Perform supplemental landscape maintenance and irrigation system repair and/or supplemental watering of lawn and landscape areas so that landscape areas are tidy, trimmed and properly watered.
7. In the absence of separate yard crew, or outside landscape maintenance contractor, perform extensive in-house landscape and gardening duties such as mowing, edging, trimming, sweeping, pruning, weeding, fertilizing, planting, pressure washing, etc. on a regular schedule.
8. Assist Maintenance team by cleaning out vacated apartments and prepare make-ready and re-renting, including carpet repairs, dyeing and shampooing as designated by supervisor.
9. Remove snow and ice when and where applicable during inclement weather.
10. Work professionally with contractors and vendors.
11. Uphold good security practices including but not limited to key control access.
12. Maintain a strong commitment to outstanding customer service.
13. Collaborate with other on-site personnel in preparation for and attend community/resident functions.
14. Post notices as required or instructed by supervisor.
15. Travel to suppliers to pick up parts and supplies as directed by supervisor.
16. Responsible for the care and timely maintenance of all equipment entrusted to their care.
17. Maintain supplies and request re-ordering of those supplies in a timely manner from the Maintenance Supervisor and/or designated Community team member. Ensure the proper use of these supplies, labeling and prevent pilferage by residents or other employees.
18. Maintain a professional attitude at all times.
19. Wear appropriate uniform, safety and protective equipment at all times.
20. Maintain high ethical standards in all matters.
21. Understand HNN operation guidelines and properly document all injuries/incidents and report them to your supervisor.
22. Establish and maintain a good working relationship of harmony and instill the BE ONE TEAM value with all personnel.

23. Attend webinars, in person training and online training as communicated by your Maintenance Supervisor, HR or any other corporate designee.

Knowledge, Skills and Abilities

1. Knowledge of Federal Fair Housing and other applicable local, state or federal regulations.
2. Must be organized, adhere to due dates and be able to work well with others.
3. Basic knowledge of landscaping/grounds, painting and refurbishing.
4. Confidentiality in regards to information and situations.

Qualifications

1. Prefer one year of industry experience and/or one year of experience as a Groundskeeper.
2. Self-motivating with a high level of positive energy.
3. Successful completion of background check and drug screen is required.
4. Must have at least a high school diploma/GED.
5. Must be able to speak, read and write English in a manner sufficient to carry out the duties.
6. Must be legally qualified to work in the U.S. meeting I-9 guidelines.

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

While performing the duties of this job, the employee is regularly required to sit, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

1. Flexibility to travel to different locations as needed.
2. Valid driver's license/valid insurance.
3. Flexibility to work evenings and weekends as needed and/or respond to on-call emergencies.

Other Duties

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the company.

AAP/EEO Statement

HNN provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

Signatures

This job description has been approved by management:

HR _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee _____

Date _____