

Job Title	Grounds Technician
Company	Link Real Estate Group
Department	Property Management
Reports To	Maintenance Supervisor
Wage Category	Non-Exempt

General Summary

Under general direction, the Grounds Technician is responsible for performing a wide variety of daily operations at the property to include trash removal, grounds and landscaping, and upkeep the building exteriors.

Essential Job Duties and Core Responsibilities

1. Performs tasks to ensure upkeep of building exteriors, amenities and common areas for assigned property
2. Removes debris from clubhouse, pool (if applicable), driveways, parking lot and other common residential areas to ensure property grounds remain clean
3. Ensures breezeways, stairwells and light fixtures should be kept clean and free of debris, bugs, cobwebs, etc.
4. Completes trash removal or trash compaction as needed
5. Performs necessary landscaping tasks that may include tending to green spaces, weeding, mulching or landscaping beds, detailing, sweeping and power washing stairwells and other common areas, and shoveling snow/spreading ice melt on walkways during inclement weather
6. Cleans work area and maintain company tools and equipment as directed
7. Assists in overseeing all work associated with the upkeep and maintenance of the building and grounds
8. Participates in inspection of units to determine the need for preventative and restorative repairs as directed
9. Assists in maintaining a neat and organized workshop area free of clutter and debris. Upon completion of a maintenance task, all tools and excess supplies shall be cleaned up and stored properly.
10. Follows project plans to ensure timely completion of specified projects
11. Completes any pertinent safety checklists and/or inspections
12. Attends scheduled work shifts as assigned location on a daily basis
13. Communicates professionally at all times with employees, residents, & vendors as a representative of the Company
14. Reports lease violations and suspicious or criminal activity to Manager
15. Performs other related duties as required and assigned

Job Requirements

1. Work requires the ability to multi-task and strong organizational skills

2. Work requires strong customer service skills
3. Work requires strong time management skills and the ability to follow directions
4. Work requires strong attention to detail, accuracy and strong organizational skills
5. Work requires the ability to adhere and ensure all safety policies and procedures are followed at all times
6. Work requires excellent verbal and written communication skills
7. Work requires the ability to work independently and within a team environment
8. Work requires flexibility and ability to work in a fast paced, dynamic environment with changing priorities. The ability to have flexibility to regularly work outside of normal business hours to meet deadlines if necessary
9. Work requires the ability to sit and stand frequently throughout the day, and sometimes lift heavy items

Direct Reports and Reporting Relationship

None, however, the ability to achieve results by working with others within the organization, regardless of the reporting relationship, is a critical success factor.

Minimum Qualifications

One (1) year of experience in grounds maintenance for residential or commercial property management. High school diploma or equivalent; vocational training, and one year of grounds maintenance and/or service experience; OR equivalent combination of education and experience.

Physical Demands and Work Environment

The physical demands and work environment described herein are representative of the criteria that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform these functions in accordance with applicable law.

Physical Demands: While performing the duties of this job, the employee is required to stand and walk regularly; handle or feel objects, reach with hands and arms; talk and hear. Climbing, balancing, stooping, crouching, lifting, and crawling will also be required; specific vision abilities include close vision, distance vision, and depth perception. Work requires the ability to maneuver apartment figures, maintenance equipment, grounds equipment, and appliances with the aid of moving equipment if needed. If weight exceeds seventy-five (75) pounds, then a team member would assist.

Work Environment: While performing the duties of this job, the employee is exposed to hot or cold environments, depending on the task being completed at that time. May also be exposed to awkward or cramped positions throughout the work day.



Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I have read and understand the explanation and job description.

Signature: _____ Date: _____