

THE MYRON STRATTON HOME

Position Description

Position Title: Groundskeeper

Department: Maintenance/Grounds

Position Answers to: Grounds Supervisor

Position Pay Range: \$19.80 - \$23.23 per hour

Position Summary: Performs general grounds maintenance duties and operation of maintenance equipment. Creates a safe working environment for residents, staff and visitors at the Myron Stratton Home.

Primary Job Duties

<i>Essential Functions</i>
Operates and maintains all vehicles and equipment used in grounds keeping in accordance with owner's/operator's manuals
Provides ground maintenance by raking leaves, tree trimming, cleaning debris, removing and spraying weeds, aerating, applying fertilizers, using proper safety equipment and precautions recommended by the Material Safety Data Sheets.
Plants and cares for the home's trees, flower and shrubs.
Maintains roof gutters, downspouts and property drainage.
Maintains property irrigation systems.
Removes snow and ice from sidewalks, ramps, steps, streets and parking areas under the direction of the Director of Maintenance.

Duties and Tasks: Follows existing policies, practices and procedures. Refers questions and problems through appropriate chain of command. Identifies and reports quality concerns. Completes other reasonable duties at the discretion of management.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS
High School
Valid Driver's License
Landscape maintenance and Lawn Irrigations

Ability to understand, follow and give written and oral instructions
Have the ability to hear and talk with residents and staff
Capable and willing to learn the operation of tractors, loaders, backhoe and snowplow, lift truck, riding mowers, and various pieces of handheld equipment.
Basic knowledge of lawn irrigation systems and landscape maintenance.
Must be able to stand for extended periods of time: able to lift and carry heavy objects: able to stoop, kneel and reach in high places.

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.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold			X
Extreme heat			X
Humidity/wet			X
Noise		X	
Hazardous materials		X	
Temperature changes			X
Atmospheric changes/conditions			X
Vibrations			X

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. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Carrying			X
Climbing/climbing stairs		X	
Crouching			X
Grasping/Gripping			X
Handling			X
Kneeling		X	
Lifting (floor to waist and waist to shoulder)			X
Lifting (above shoulder)		X	

Pinch		X	X
Pulling/Pushing (Horizontal & Vertical)			X
Reaching (Abduction & Adduction)			X
Reaching (from floor to overhead)			X
Reaching (forward)			X
Reading		X	
Repetitive Motions			X
Sitting		X	
Standing			X
Stooping			X
Vision (Near & Far)			X
Walking			X
Wrist Deviation (full rotation)		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Practices investigative techniques to determine the best approach.
Company Knowledge	Understands his/her own job and how the role interacts with his/her team.
Business Impact	Responsible for the team meeting goals and objectives
Functional Knowledge	Knowledgeable about his/her specific job
Managing Change	Implements changes provide by management
Job Impact	Work team and other connected work teams
Influence	Gains support for ideas within the team
Collaboration	Develops partnerships with internal teams
Problem Solving	Uses common sense to solve routine issues
Communication Skills	Advanced communication skills involving complicated topics.

Additional Expectations of the position: describe any specific expectations not listed above.

Works overtime as required due to emergencies, weather related and/or special events as needed.

Assist the Maintenance Director by assisting seasonal help with training and safety education on equipment.

Upon request, may perform additional essential functions as assigned and assist other employee, including disabled employees, in meeting the minimum requirements of their jobs as required using safe work practices.

You will be asked to provide the following:

1. Authorization to work in the United States

2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org