

Job Title: Groundskeeper Department: RPM Reports To: Property Manager or Maintenance Supervisor	FLSA Status: Non-Exempt Supervises Others: No Number of Supervises: 0
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Position Summary:
Responsible for maintaining the property common grounds in a clean and attractive condition.

- Position Responsibilities:**
- Conducts daily inspections of the property. Monitor the condition of property common areas for potential problems including potential safety hazards, curb appeal, signage and ensure property standards are being met
 - Report any lease violations and any problem that requires additional resources to the supervisor
 - Removes trash, visible debris and pet waste
 - Cleans breezeways, mailbox areas, corridors, stairways, amenity areas, curbs and sidewalks
 - Oversee contractors to ensure work is performed to standard including ground maintenance and snow removal
 - Assists with landscaping and snow removal as needed
 - When applicable, monitor and maintain pool and hot tub and surrounding area
 - Replaces light bulbs in outside lighting fixtures
 - Assists in inventory control and upkeep of all grounds equipment and supplies
 - Assists the maintenance staff as needs arise including emergency maintenance
 - Minor sprinkler repair and system clock management
 - Pressure wash buildings
 - Responsible for meeting training requirements per company policy and for requirements that allow you to maintain industry certifications.
 - Performs other duties as assigned

- Essential Skills and Experience:**
- Working knowledge of basic maintenance tools required to perform the job duties
 - Basic computer knowledge and skills

- Minimum Qualifications Required:**
- Must have valid driver's license

Physical Demands and Work Environment:
Medium to heavy work requiring prolonged or repeatable standing, walking, climbing, stooping, kneeling, crouching and lifting up to of 100lbs, with frequent lifting and carrying of up to 50lbs.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work involves indoor and outdoor activities with exposure to seasonal weather and the associated temperature fluctuations. Frequent exposure to airborne dust, paint fumes and the chemicals used in surface preparation and general maintenance work.