JOB DESCRIPTION

| **TITLE** | GROUNDSKEEPER  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The Groundskeeper ensures [ORGANIZATION NAME]’s grounds are functionally and aesthetically sound. The groundskeeper maintains grass, trees, shrubs, flowers, stairways, and retaining walls. Also, part of the responsibility is removing trash, litter, debris, weeds, plant diseases, and insects.

The ideal Groundskeeper is energetic, hard-working, meticulous, and patient.

**Duties and Responsibilities**

Overall Responsibilities:

* Mowing lawns, trimming weeds, and raking leaves
* Preparing the soil and planting flowers, bushes, hedges, or shrubs
* Planting trees and pruning them when necessary
* Cutting and removing trees as needed
* Picking up and removing trash prior to mowing a designated area
* Emptying trash and recycling containers
* Trimming bushes, shrubs, and hedges
* Applying fertilizer, pesticides, and herbicides
* Shovelling sidewalks, steps, and doorways during winter months
* Operating snowblower or snow plow to clear roads, driveways, and parking lots
* Conducting basic irrigation audits and performing basic irrigation repairs
* Performing routine maintenance on power equipment
* Maintaining supplies and ordering as needed
* Performing other related duties

**Qualifications**

* X years of experience as a groundskeeper or other related work
* High school diploma, GED, or suitable equivalent
* Valid driver’s licence
* A provincial licence to apply chemical fertilizers, fungicides, herbicides, and pesticides is a plus

**Core Competencies**

* Knowledge of horticulture and landscaping and ability to use related tools and equipment
* Attention to detail
* Ability to follow instructions
* Proficient with sending emails
* Knowledge of landscaping techniques and processes
* Excellent time management skills

**Working Conditions**

* Work is mostly done outdoors and in all kinds of weather.
* May be repetitive and physically demanding, requiring frequent bending, kneeling, lifting, and shovelling.
* Involves the operation of power equipment like lawnmowers, trimmers, and leaf blowers
* May require lifting heavy loads of up to X pounds, etc.
* May involve exposure to contaminants or chemicals (e.g., use of pesticides)
* May involve working at great heights (e.g. trimming trees)
* Involves exposure to pollens and other allergens
* May require working longer hours during certain seasons (e.g., fall is when planting, mowing, and trimming activities are more frequent)
* Overtime and hours outside of typical working schedule may be required
* Some travel may be required