

Ashley Management Corporation
POSITION DESCRIPTION

Position: Groundsperson	
Department: Maintenance	Reports to: Maintenance Superintendent
Classification: Non-Exempt	Date: June 2015

PURPOSE: Maintains public and common areas of property in a clean, neat and attractive condition by performing the following duties.

Duties & Responsibilities: Essential Duties and Functions are numbered in the list below. Non-Essential Duties may also be listed if appropriate for the position description.	
1.	Routine removal of trash, litter, leaves and other debris throughout property grounds.
2.	Sweeps sidewalks and pathways as assigned.
3.	Performs general landscaping duties as may be assigned, including (but not limited to): weeding, watering, raking, planting, trimming, edging, mulching, pruning, and spot treating of fertilizers/herbicides/pesticides.
4.	General cleaning of windows and/or common area furniture as required.
5.	Be vigilant of property condition in consideration of issues affecting curb appeal and safety. Immediately report to supervisor (or another manager if supervisor is unavailable) any physical condition of the property that jeopardizes safety or otherwise is needing repair.
6.	Snow and ice removal takes priority based on seasonal conditions, including routine salting/treatment of surfaces to prevent ice buildup.
7.	Extended working hours should be anticipated to meet challenging and inconsistent demands of property, including seasonal issues such as snow removal, preparing recreational facilities, high turnover periods, etc.
8.	General repair and maintenance of fences, gates, walls, walks and outbuildings.
9.	Maintain polite and professional customer service and co-worker relationships.
10.	Follow all safety policies and procedures.
	Attends and participates in training programs (including mold awareness and asbestos awareness-when applicable).
	Maintains tools & equipment in good and serviceable condition.
	Be attentive of contractors performing work on property and report any unsafe or inappropriate observations to supervisor. Similarly, report activities by any parties that seem inappropriate or questionable to you.
	Assists with pool care and maintenance as assigned.
	Assist turnover team with removal of carpeting and other floor coverings as necessary.
	Assists with assigned service requests in a timely fashion.
	Other tasks as assigned (such as distributing flyers or other duties to assist team at property).

Supervision Provided: No direct reports. Works laterally with other specialists.

QUALIFICATIONS: To perform this position 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.

Education & Experience (minimum required to enter the position): No specific level of education is required. No prior experience is necessary.
Required Skills or Knowledge: Efficiency, attention to detail and a sense of urgency in completing job tasks. Routine use and safe handling of yard care tools and equipment.
Technical Competencies: If applicable, valid Driver's License, current automobile insurance and acceptable driving record.
Language Skills: For safety and productivity reasons, this position requires the ability to read and write English or a supervisor must verify the understanding of direction by physical observation.
Mathematical Skills: Basic Math skills.
Reasoning Ability: Ability to apply common sense understanding to carry out simple one- or two-step instructions.
Physical Demands and Environmental Conditions: Spend 90%+ of time performing hands on tasks. Ability to transport or move up to minimum 50 lbs. variable distances. Possess the mobility and flexibility to use ladders and to access and work in confined spaces or at heights in excess of eight to nine feet. Ability to work outdoors in temperatures exceeding 90 degrees or below 10 degrees. Ability to personally perform general maintenance repair tasks without endangering themselves, residents or co-workers.
Equipment Used: Ability to drive a vehicle without jeopardizing the safety of residents and fellow associates. Ability to use general maintenance equipment, including but not limited to: hand tools, ladders, landscaping equipment, blowers, power washer, pool chemicals and required safety equipment. Requires individual to wear maintenance uniform and any necessary personal protective equipment (PPE.)

Approval and Agreement of Position Understanding:

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____