



**Boys and Girls Clubs of Metro South  
Job Description**

**TITLE:** Groundskeeper (Camp Riverside)  
**JOB FAMILY:** Occupancy  
**FLSA STATUS:** Non-Exempt  
**REVISED:** February 2021

**POSITION SUMMARY:**

Under the direction of the Executive Director and/or Facilities Director, assist in the maintenance and repair of the summer camps buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

**ESSENTIAL FUNCTIONS:**

- Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf.
- Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
- Performs campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, signs, cables, chains, barricades, gates, bicycle racks, feeders, posts, fences, and rock walls; and repairing streets, parking lots, athletic fields, tennis courts turf, as applicable.
- Removes trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc. Disposes of trash and debris in designated central collection points on a daily basis.
- Prepares outdoor locations for use by visitors, vendors, and the public as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
- Safely operates light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other equipment. Obeys all applicable traffic laws, follows operator instructions, and wears appropriate safety items such as goggles, gloves, or other appropriate protective clothing.

- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Replaces and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
- Performs painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
- Performs custodial services following established procedures and guidelines in buildings, offices, restrooms, etc. including their furnishings, using manual tools and powered machines.
- Must be able to use equipment and tools, drive safely around property, observe what needs to be done, communicate with staff, and possess physical strength to lift, dig, load/unload and repair equipment. Week-end and off hour work is required.

#### **QUALIFICATIONS:**

- High School diploma or GED preferred.
- Ability to read and interpret instructions related to equipment repair and maintenance
- Ability to make independent decisions based on good business practices, demonstrate good organizational skills, and show reliability.
- Ability to work independently or with a team, relate and work well with others.
- Ability to accept guidance, direction and supervision and exhibit skills as a self-starter.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials. Familiarity with and knowledge of relevant maintenance equipment a plus.

#### **BOYS & GIRLS CLUB COMPETENCIES:**

**Mission and Community Oriented:** Accepts and demonstrates Boys & Girls Club values.

Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**People Oriented:** Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Results Oriented:** Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

**Personal Development Oriented:** Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job

performance. Demonstrates an openness to change; seeks opportunities in the change process.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

**WAIVER:**

**I have reviewed the above job description and understand my responsibilities as described:**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

**Understood and Agreed To:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_