



# Job Description

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**Job Title:** Part-Time Lawn Maintenance

**Department:** Systel Building

**Reports to:** Facilities Manager

**FLSA Status:** Non – Exempt; 8:00 am – 12:00 pm, Monday – Friday (20 hours per week)

## **Summary:**

Responsible for the cultivation and care of the landscaping and grounds surrounding a business or building. Plants flowers, mows, pulls weeds, repairs structures, and maintains outside of building.

## **Essential Duties and Responsibilities:**

- Perform grounds keeping and building maintenance duties.
- Mow lawn either by hand or using a riding lawnmower.
- Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.
- Landscape by planting flowers, grass, shrubs, and bushes.
- Apply pesticide to rid grounds of pests such as mosquitos, wasps, ticks, and others.
- Apply fertilizer to ground to enhance growth.
- Shovel snow from walkways and sprinkle ice down to keep people from falling.
- Perform routine maintenance duties such as applying plaster, fixing fountains, and other duties.
- Sweep walkway of debris.
- Cut down tree limbs that are posing a danger.
- Trim shrubs and pull weeds.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Install lawn furniture.
- Rake, mulch, and prune the grounds as needed.
- Install rock, cement, lighting, water, and furniture.
- Water plants and grass as needed and apply fertilizer.

## **Qualifications:**

To perform this job successfully, an individual must have a good driving record, ability to communicate orally and verbally with employees, vendors, and customers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.