

# JOB DESCRIPTION



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<b>POSITION TITLE:</b>	Head Groundskeeper
<b>DEPARTMENT:</b>	Buildings and Grounds
<b>SUPERVISOR:</b>	Doug Young
<b>TIME COMMITMENT:</b>	Full-Time (40 hours/week)
<b>EMPLOYEE CLASSIFICATION:</b>	Non-Exempt Support Staff

## Position profile:

The Head Groundskeeper at Good Shepherd exists to provide proper care and maintenance of the church property grounds and to ensure that they are well-maintained. The Head Groundskeeper is responsible for the upkeep of 32 acres of fields, lawns, parking lots, wetlands, and landscaped areas, in addition to having other duties essential to the upkeep of the grounds. This position works closely with the Facilities Manager and Pastor of Operations.

## Skill set:

- Landscape maintenance and care
- Pest management/prevention
- Purchase/manage supplies
- Manage part time grounds staff and volunteers
- Tool maintenance

## Experience qualifications:

- Able to perform strenuous work (frequent bending and lifting up to 50 lbs., occasional lifting over 50 lbs., copious amounts of walking, digging, raking, etc.)
- Work in all types of weather
- Familiarity with landscape plants and their care
- Use maintenance equipment (e.g., lawnmowers, blowers, edgers, tractors, hand tools, sprayers, etc.)
- Comfortable driving a truck with trailer
- Must obtain a Commercial Pesticide Applicator License within 3 months of employment
- Willing to learn and employ sustainable landscaping practices including IPM (integrated pest management), water conservation (drip systems, etc.), appropriate plant selection, etc.
- Possess basic computer skills (Windows, Google mail, Word, Excel, etc.)
- Possess good communication (verbal and written) and interpersonal skills

## Duties and responsibilities:

### Groundskeeper

- Upkeep of all outdoor areas of the property, including gravel parking lots, wetland, forested areas, playground area, rental property to the east, and landscaped beds.
- Upkeep of the memorial garden, including name installation and correspondence with name contributors.
- Manage burn piles and compost piles.
- Equipment maintenance and repair (small engines, tractors, etc.)
- Oversee part-time grounds staff and volunteers, and delegate tasks
- Purchase and pick up supplies for upkeep of grounds

- Provide accounting paperwork for purchases
- Collaborate and communicate with local, county, and state entities when necessary
- Maintain good working relationship with neighbors, particularly when work on property lines

**Integrated Pest Management**

- Maintain pesticide records
- Be familiar with IPM law requirements; implement principles of IPM
- Attend 6 hrs. annual training
- Maintain personal Commercial Pesticide Applicator and Good Shepherd’s Commercial Operator License
- Perform monthly monitoring for pest prevention
- Train other employees in IPM practices
- Accurate identification and proper control of many invertebrate pests
- Mobilize and coordinate pest control responses from staff in multiple departments

**Spiritual responsibilities:**

Ensure that all actions performed within the context of this job position accomplish and further the mission, vision and values of Good Shepherd Community Church.

Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church.

Embrace and strive to live out the staff values of Good Shepherd Community Church:

- The 5 C’s – Character, Competency, Chemistry, Calling, Compassion
- Leading the Pack – Worship, Serve, Multiply Disciples, Give, Balance (Up, In, Out)
- Skunkworks – Visionary, Innovating, Risk-taking

**Additional notes:**

- Attend regularly Good Shepherd Community Church
- Participate in Safe Kids training which will include a criminal background check

**Disclaimers:**

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY:</b>	<b>DATE</b>	
<b>APPROVED BY: Tom Lancaster</b>	<b>DATE</b>	1/16/19