

Oliver Carbide Products

Job Description



Job Title: Groundskeeper
Department: Maintenance
Prepared Date: April 2022

SUMMARY

Primary responsibility is for maintaining facility grounds, common areas, and landscaping in a clean and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsibilities

- Picking up trash around grounds, keep walkways clear and clean by sweeping and/or blowing debris
- Walking grounds and reporting issues or damage to the supervisor
- Assisting maintenance supervisor with minor maintenance and facility repairs
- Mowing and trimming lawn areas
- Weeding sidewalks, driveways, and throughout landscaping
- General landscaping duties including maintaining flower beds, watering plants, fertilizing, applying pesticides, and spreading dirt and mulch
- Planting, trimming, and pruning shrubs and trees
- Painting
- Running errands
- Cleaning and maintaining company vehicles
- Organizing equipment and materials
- Pressure washing
- Pond maintenance
- General custodial duties indoors including clearing trash, cleaning, sweeping, and mopping

General Skills

- Genuinely cares, takes ownership and pride, and is a self-starter. Conducts self in a polite, professional and helpful manner to all OCP employees and guests.
- Experience operating gasoline powered equipment including a zero-turn mower, trimmers, push mowers, chain saw, tractors, power washers.
- Ability to use arms and hands in a full range of physical motion
- Perform minor mechanical repair/adjustments to equipment
- Use small hand tools to perform duties.
- Ability to lift up to 70 pounds
- Sit, stand and walk for extended periods
- Ability to tolerate temperature extremes and variations
- Position may be exposed to noise, airborne particles, odors, pesticides, paints and solvents, construction materials and debris.