

## **Job Description: Grounds Technician**

### **POSITION SUMMARY**

The Grounds Technician performs routine groundskeeper functions and miscellaneous activities as assigned for our commercial and/or residential properties.

### **GENERAL RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Cleaning the premises of commercial and residential buildings (both warehouse and office buildings, etc.)
- Sweeping, dusting, mopping, polishing floors, vacuuming and disposing of trash
- Cleaning and polishing light fixtures, marble surfaces and trim
- Notifying Management of need for major repairs or additions to lighting, heating, and ventilating equipment
- Clean snow and debris from side walk
- Remove snow using power equipment or hand tools
- Trim shrubbery, plant flowers, cut and trim grass, perform weed control as directed
- Deliver tenant and subcontractor messages to Property Manager
- Perform minor and routine tasks (painting, plumbing, ceiling tile replacement, bulb replacements, and other related maintenance activities, etc...) using hand tools
- Make recommendations to improve service and ensure efficient operation
- Clean vehicles
- Assist Maintenance Technician when needed
- Load and unload vehicles
- Train new employees
- Submit requests for repair of equipment
- Other duties as assigned

### **REQUIRED EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent
- Ability to read, understand, and follow verbal and written instructions

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to work independently and follow instructions regarding priorities of tasks and functions
- Should have a desire to better skills by on the job training
- Must be able to work with others and communicate to fellow team members
- Must follow company policies with regard to safety use of equipment and time reporting
- Requires a “can do” attitude to be part of a team

- Frequent lifting of supplies and equipment
- Ability to lift/carry up to 80 pounds
- Frequent reaching, stooping, bending, and kneeling
- Extensive standing and walking
- Must have a valid driver's license and clean driving record
- Must represent the Knott organization with a clear professional attitude and positive customer service attitude