



SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Roads & Grounds Maintenance PM10

REPORTING TO: Property Manager

Date of Preparation/Revision: September 2022

POSITION SUMMARY:

This position encompasses all aspects of grounds maintenance work, including snow removal, grass cutting, and landscaping.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

- Spread topsoil, lay sod, plant flowers, grass, shrubs and trees and perform other duties to assist with the construction of a landscape and related structures.
- Cut grass, rake, aerate, dethatch, fertilize and water lawns, weed gardens, prune shrubs and trees and perform other maintenance duties as directed by supervisor.
- Maintain lawns and grass along roadsides.
- Operate and maintain push mowers, chain saws, electric clippers, sod cutters, pruning saws, snowblowers, shovels and other landscape maintenance equipment.
- Spray and dust trees, shrubs, lawns and gardens, as directed, to control insects and disease.
- Shovel snow from walkways and door entrances of all commercial buildings.
- Salt parking lots, walkways and door entrances of all commercial buildings.
- Shovel snow from walkways and furnace oil fill pipes from residential houses that are not occupied and from all furnished residential houses.
- Perform other manual duties to clean and maintain landscaped environments and parking lots.

Policy Reference	Responsible Department	Responsible Manager	Effective Date	Approval Date	Approval Authority
Job Descriptions	Finance & Administration	HR, Quality & Safety Manager			President



SUPERVISORY RESPONSIBILITY:

None.

POSITION SPECIFICATIONS:

Education and Training:

Pesticide use certificate
Valid Driver’s License

Experience:

Experience operating light grass cutting equipment.

Skills and Knowledge:

*Good interpersonal communication skills
Good organizational skills*

WORKING CONDITIONS:

Scheduled working hours:

This is a full-time position working 40 hours per week. Dependent on weather circumstances, evening and weekend work may be required as needed.

Personal Attributes:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions around gas lines, fumes, toxic chemicals, outside and inside. Exposure to extreme temperatures.

Compensation:

Hourly - \$15.00 - \$18.00 per hour

Vacation – Starting at two weeks per year.

Benefits – Long-term disability, health, dental, life insurance, and pension

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