

MARSHALL COUNTY, ALABAMA

Job Description

GROUNDKEEPER

Department: Maintenance/Armory

Job Code: 512

Pay Grade: 102

FLSA Status: Non-Exempt

Reports To: Chief Maintenance Supervisor

JOB SUMMARY

The Groundskeeper maintains County grounds and buildings by mowing grass, washing down buildings, shampooing carpets, replacing HVAC filters, cleaning offices, and moving furniture.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of assigned tasks according to an established schedule to ensure that County grounds and facilities are maintained.
- Maintains grounds of County buildings and parks.
- Washes down outside of County buildings.
- Cleans offices in County buildings.
- Replaces HVAC filters in County buildings.
- Shampoos or steam cleans carpets.
- Moves furniture in County buildings.
- Assists with building maintenance as needed.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) months of experience in building and grounds maintenance, which included cleaning of buildings interiors and exteriors, or an equivalent combination of education and experience.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of generally accepted methods of commercial cleaning of buildings.
- Knowledge of products and equipment used in cleaning buildings.
- Knowledge of lawn maintenance equipment and procedures.
- Knowledge of safety precautions and procedures associated with commercial cleaning.
- Ability to understand and carry out oral and written instructions.
- Ability to operate cleaning equipment and lawn maintenance equipment safely and effectively.
- Ability to communicate effectively orally with co-workers, supervisors, and the general public.

PHYSICAL DEMANDS

The work is heavy and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking at a level to convey information, standing, stooping, talking at a level to exchange ideas, shouting in order to be heard, visual acuity to the level of inspecting small parts, and at a level to determine accuracy and thoroughness of work and walking.

WORKING CONDITIONS

Work is performed in an indoor and outdoor work environment. Work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal bites, or rude/hostile citizens.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.