**Groundskeeper(Part-Time) Lincoln Park Location**

**Duties & Responsibilities**

1. Maintain the grounds of Centers, parking lot and surrounding sidewalks & driveways, daily cleaning.
2. Provide seasonal grounds service, including but not limited to cutting lawns, pruning shrubs and trees, planting & weeding flower beds, fertilizing and watering, raking leaves, etc.
3. Shovel snow from walks and driveways parking lot; spreads salt/sand on public passage ways.
4. Clean grounds and removes litter, graffiti. Clean drainage ditches and culverts. Empty trash containers.
5. May paint clean exterior or interior of building.
6. Maintains all tools and equipment in safe and working order. Keeps tool storage and work areas clean and well organized.
7. Assist with unloading of work trucks and delivery trucks. Assist with site set up of Center materials. Maintain receiving and shipping room floors and job site staging in a clean and organized manner.
8. Check lighting at centers at least once per week.  Change light bulbs and make minor repairs, as needed.
9. Perform other related duties as assigned, including but not limited to mopping & cleaning entry ways to the Center buildings. Assist Maintenance & Housekeeping staff with special facility projects.
10. Act with integrity and aspires to model the DCMC Core Values in the delivery of all services.
11. Comply with Center safety policies and comply with all regulated standards at all times.
12. Act with integrity and aspire to model our Core Values in the delivery of all services.

**Job Requirements**

**Experience/Education**

High school diploma or equivalent with 3 years of experience.  Minimum 3 years of experience with landscaping or grounds maintenance in an institutional or commercial operation.

**Qualifications**

Required to work in different weather conditions with exposure to the elements. Able to use cleaning, maintenance, and gardening methods, materials and equipment. Use motorized equipment such as mowers, string trimmers, edger’s and hedge shears and equipment used for snow removal. Proper use of hand tools.  Irrigation techniques using sprinklers, hoses and flooding methods. Understand and follow oral and written instructions. Communicate orally with co-workers and the general public in a professional and courteous manner. Travel over rough, uneven or rocky surfaces. Use mops, brooms, paint brushes and rollers and work with cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions using only normal protective equipment. Work cooperatively with other Center employees and the general public. Work safely without presenting a direct threat to self or others.  Working knowledge and use of safety equipment such as eye gear, gloves, safety shoes.  Must have a valid driver’s license and good driving record. Demonstrates openness to others' views, contributes to building a positive team spirit and is able to build morale and group commitments to department goals and objectives. Able to plans work activities and uses time efficiently.

**Language**

Ability to read and speak English proficiently.  Bilingual is a plus.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. At times, may require more than 40 hours per week to perform the essential duties of the position.
3. Requires ability to work with temperature changes, in confined spaces, under exposure to solvents, dust, paint fumes, chemicals.
4. Must be able to perform physical activities such as this position requires standing, walking, bending, climbing ladders, lifting up to 50 lbs for short distances up to (20 feet or less) unassisted and carrying equipment and tools as required. Bend or stoop repeatedly over time

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