

SACRED HEART PARISH
PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Groundskeeper
FLSA: Non-Exempt

Position Summary: This position maintains all the parish-owned grounds (excluding the Sacred Heart and St. Martin Cemeteries).

Working Relationships: This position reports directly to the Pastor. No supervisory responsibilities are required.

Working Conditions: This is a part-time 12-month position. Hours and days are varied and are determined upon the work that is required to be completed and the weather.

Principle Activities:

1. Maintain all of the parish owned grounds (excluding cemetery grounds); performing functions such as:
 - a. Lawn mowing (as growth warrants)
 - b. Pruning
 - c. Leaf removal
 - d. Cleaning and maintaining flowerbeds and landscape
 - e. Picking up dead limbs, trash, etc. and keeping church grounds clean and free of all litter
 - f. Spraying weedkiller on all areas around the parish buildings, parking lot and water basins as needed
 - g. Seeding and fertilizing as needed
2. Ensure that planted trees, shrubs, flowers, etc. are regularly watered, sprayed with commercial insecticides, and trimmed as needed.
3. Clear snow, ice and debris from sidewalks, steps and other walkways in a timely manner. Walkways must be clear of ice and snow early in the morning before school and all morning Masses, including weekends. If ice/snow accumulates throughout the day, periodic shoveling will be required multiple times.
4. Ensure mailbox areas are clear of snow for mail delivery.
5. Coordinate the snow removal activities of the parish parking lot and driveways with the contracted service provider.
6. Update required safety maintenance logs. Tasks must be performed in a timely manner to avoid creating safety violations or hazardous conditions
7. Maintain all groundskeeping equipment in well working, clean condition and available for use. Keep a maintenance log of all repairs.
8. Attend Buildings & Grounds Committee Meetings and other parish meetings as required.
9. Other duties as requested by the Pastor.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications:

1. Must possess necessary grounds maintenance/keeper skills and knowledge, i.e., to include, but not limited to ability to operate and maintain a push or rider lawn mower, edger, blower, spreader, trimmer, and/or other garden tools.
2. Familiarity with lawn/grounds maintenance equipment and supplies and their safe use and storage.
3. Ability to drive a car and pull a trailer; possess a valid driver's license.
4. Ability to work independently to complete activities.
5. Must be flexible, available, and dependable.
6. Physical requirements include lifting, pulling and pushing objects up to 25 pounds. Sitting and walking for long periods. Must have the ability to climb, stoop and bend.