



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Groundskeeper</b>
<b>DEPARTMENT:</b>	Canyon Operations
<b>REPORTS TO:</b>	Director of Facilities, Echo Valley Team
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-exempt</b>

**POSITION SUMMARY:** The Groundskeeper works to maintain and beautify grounds, planters, trees, and shrubs according to Foundation standards in support of the Canyon programs to enhance retreat experiences.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Meet with Facilities Director daily to discuss standards and update priorities for the Groundskeeping team
- Carry out the duties as directed
- Monitor and maintain assigned areas according to Foundation standards
  - Grounds are mowed, trimmed, and weeded according to appropriate retreat scheduling; planters are weeded and mulched and maintained in good condition
  - Trees and shrubs are trimmed and pruned on a regular basis to maintain the beauty of the Canyon, the safety of our guests, and the overall health of the plants.
  - Paths and general site are kept clean and presentable
  - Irrigation systems and grounds equipment are kept in proper working order
  - Duties are completed in a timely manner
  - Respond to Facilities Director regarding results of supervisory feedback, correction, and redirection

- Respond when requested for program support, maintenance needs, and/or emergency assistance in other areas and departments
- Assist with improvement projects when assigned
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals

**QUALIFICATIONS:**

- High School Diploma or equivalent work experience
- Minimum of two years' experience in groundskeeping
- Mechanical experience
- Irrigation license preferred
- Special knowledge of plants and grasses native to the Texas Hill Country

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Ability to repair sod that has been damaged by wildlife
- Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening
- Knowledge of grounds care machines and tools, including their designs, uses, repair, and maintenance of grounds
- Active listening skills
- Time management skills in completing tasks
- Adaptability/Flexibility
- Work independently and within a team
- Demonstrates accuracy and thoroughness

**PHYSICAL REQUIREMENTS:**

- Ability to perform intense physical work for up to 8 hours at a time.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day.
- Employee must regularly lift and move items up to 50 pounds
- Frequently climb ladders
- Must be able to safely operate a motor vehicle

**WORK ENVIRONMENT:**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Must work varying schedules based on camping program needs, including some

weekends.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE