



## JOB DESCRIPTION

### Employee Name

<b>JOB TITLE:</b>	<b>Senior Skilled 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>
<b>HOME LOCATION:</b>	<b>Leakey, Texas</b>

**POSITION SUMMARY:** The Senior Skilled Groundskeeper serves as the groundskeeping team subject matter expert 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:**

- Irrigation
  - Install, repair and replace landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions
  - Design and prepare plans for irrigation systems and/or makes necessary changes to blueprints for irrigation system design compliance and to locate shutoff valves, irrigation valves, and physical layouts
  - Meet with contractors, architects, approves plans, and performs utility locates
  - Drain, flush, clean, and repair water storage reservoirs and irrigation boxes from water sources on a periodic basis
- Landscape Maintenance and Horticulture
  - Serve as a resource on landscape and horticultural matters
  - Design, select, and install new landscaping by cultivating and renovating

- areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs
  - Keep landscaping-maintained
  - Maintain the beauty of the Canyon and the overall health of the plants
  - Continue with up-to-date knowledge of safe pesticide/herbicide application
- Meet with Facilities Director daily to discuss standards and update priorities for the Groundskeeping team
- Maintain adequate inventories of irrigation parts and glues, primers, pesticides, fertilizers, paints, oils, tools, seed, compost, sod, and equipment
  - Keep records of purchases and uses
- Maintain equipment parts listings, equipment oil change logs, equipment service/repair logs, and irrigation repair logs
- Maintain current Material Safety Data Sheets (MSDSs) for potentially hazardous materials
  - Maintain logs and files pesticide use reports with the district and/or local governmental agencies
- 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

**QUALIFICATIONS:**

- Landscape Irrigator Certification preferred
- Certification in arboriculture, landscape design, or horticulture
- High School Diploma or equivalent work experience and at least 3 years of groundskeeping and irrigation systems experience
- Minimum of two years' experience in groundskeeping, including installation of irrigation systems, familiarity with local native plant care, knowledge of pruning and seasons in which it's safe to seed, weed, and prune special plants
- A valid driver's license.
- Mechanical experience

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

- Knowledge of Texas native plants, the care of these plants, and the ability to discern and remove harmful, invasive plant species
- Ability to explain and train other groundskeepers on Texas native plants and irrigation system maintenance
- Ability to repair sod that has been damaged by wildlife
- Ability to properly use a ladder
- Requires knowledge of proper and safe application 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

- Knowledge of sprinkler and irrigation system design, installation, operation, and maintenance
- Requires sufficient math skill to calculate distances, proportions, and sums.
- 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
- Visual acuity to operate common grounds equipment and read instructions and safety information.
- Requires auditory ability to hear machinery sounds and alarms
- Requires the ability to work in extreme temperature conditions
- Ability to properly use a ladder
- Must be able to safely operate a motor vehicle and landscaping equipment.

**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