



Job Description

Position Title: Groundskeeper

Team: Administration

Supervisor Title: Facility and Asset Manager

FLSA Status: Exempt

Date: 3/1/22

Non-Exempt

General Position Summary:

The Groundskeeper works closely with the Facility and Asset Manager to ensure an inviting and comfortable environment for Greater Des Moines Habitat for Humanity (GDM Habitat) staff, volunteers, clients, customers, and supporters. By investing in the maintenance of the facilities and grounds operated by GDM Habitat, the Groundskeeper will help create a positive first impression for visitors and community members that supports the Habitat mission and brand.

Core Responsibilities:

1. Performs grounds maintenance of GDM Habitat for Humanity Office and ReStore locations. Grounds maintenance includes, but is not limited to snow removal, lawn care, parking lot maintenance, trash removal, and tree care.
2. Performs grounds maintenance of GDM Habitat for Humanity vacant land inventory including but not limited to lawn mowing, weed removal, and trash removal.
3. Performs building maintenance of GDM Habitat for Humanity Office and ReStore locations. Building maintenance includes, but is not limited to performing basic repairs, painting, replacing light bulbs, and assembling office furniture.
4. Addresses safety issues at the Habitat facilities and proactively seeks out potential safety issues.
5. Determines needed supplies and materials to complete projects with a focus on upholding a budget to be a good steward of resources.
6. Cleans and repairs tools and equipment used in maintenance and operations, including assigned vehicle.
7. Maintains a list of maintenance opportunities to be completed by volunteers. Collaborates with the Volunteer Engagement team to lead volunteers in completing assigned tasks. Prioritizing safety and the volunteer experience.
8. Ensures that the facilities are clean and maintained according to company policies and procedures.

Requirements:

Describes the minimum education and experience, certifications, licenses, physical demands, working conditions and skill sets needed to perform the job.

- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Valid Driver’s License required. Able to drive Habitat or personal vehicle to work sites or vendor locations in the Greater Des Moines area.
- Ability to analyze and exercise sound judgment, balancing a variety of perspectives to affect a positive outcome.
- Strong verbal communication skills.
- Must be self-motivated, flexible, and able to work independently.
- Basic word processing skills, comfort with using the Internet, and ability to learn new skills as necessary. Knowledge of Microsoft products, including SharePoint and Teams preferred.
- Strong organizational and time management skills.
- Some evening and weekend availability required, particularly during peak snow removal season.
- Desire to work in the nonprofit sector with a faith-based organization.

Job Competencies:

Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Values:

Mission

Seeking to put God’s love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities, and hope.

Values

- Build Solutions
- Build a Safety Mindset
- Build Faith and Family
- Build as Stewards
- Build with Heart

Normal Work Environment (Check best description):

Office

Outdoors

Retail

Continuous (67-100% of workday)

Frequent (34-66% of workday)

Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

- | | |
|---|---|
| <input type="checkbox"/> Sitting | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Bending | <input type="checkbox"/> Twisting |
| <input type="checkbox"/> Stooping | <input type="checkbox"/> Reaching above Shoulder |
| <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching below Shoulder |
| <input type="checkbox"/> Crawling | <input type="checkbox"/> Working at Low Position |
| <input type="checkbox"/> Climbing Stairs | <input type="checkbox"/> Pushing/Pulling |
| <input type="checkbox"/> Climbing Ladders | <input type="checkbox"/> Working on Elevated Surfaces |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Working on uneven surfaces | |

Weight Lifting/Carrying:

- Sedentary (0-10 lbs.)
- Light (11-25 lbs.)
- Medium (26-50 lbs.)
- Heavy (51-74 lbs.)
- Very Heavy (75-100 lbs.)

Dexterity:

- Eye/Hand Coordination
- Feet (foot pedals)
- Fingering (picking, pinching, etc.)
- Handling (holding, grasping, etc.)
- Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision needed to operate motor vehicle.

Equipment/Supplies/Tools

- Truck and trailer
- Snow removal blade and snow blower
- Lawn mower and trimmer
- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies