



**Fortis Property Management Job Description**

<b>Job Title: Groundskeeper</b>	<b>Weekly Hours: 40</b>
<b>Department: Maintenance</b>	<b>Prepared by: Human Resources</b>
<b>Reports to: Maintenance Supervisor</b>	<b>Date:3/1/2021</b>

**Position Overview:**

The Grounds Keeper is responsible for the physical appearance of the assigned Community.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

Under the direction of the Maintenance Supervisor they are responsible for:

Financial

- ☞ Make recommendations to the Maintenance Supervisor in regards to the purchasing of supplies and equipment

Facility Management

- ☞ Perform assigned grounds and maintenance tasks in an organized and timely manner
- ☞ Police the grounds on a daily basis, cleaning and maintaining common areas
- ☞ Assigned landscaping duties
- ☞ Advise the Maintenance Supervisor of maintenance problems and solutions
- ☞ Ensure all work orders are completed in a timely fashion
- ☞ Participate in the development and implementation of an ongoing property maintenance and improvement plan
- ☞ Walk the community daily noting needed repairs
- ☞ Knowledge of all utility cut offs
- ☞ Daily communication with the Maintenance Supervisor to discuss progress, follow-up, or complications regarding maintenance activities

Tenant Relations

- ☞ Provide superior customer service

Administration

- ☞ Maintain a professional image and attitude
- ☞ Attend instructional training classes as scheduled by the Maintenance Supervisor
- ☞ Adherence to and proper implementation of all Fortis Properties Management policies and procedures
- ☞ Knowledge of and adherence to the following:
  - Fair Housing policies and procedures

- ADA policies and procedures
- ☞ Other duties as needed or required

**Supervision Received:**

The Groundskeeper will report to the Maintenance Supervisor and/or Community Manager.

**Supervision Exercised:**

None

**Qualifications & Skills:**

☞ Education

- High School graduate or equivalent

☞ Experience

- Some previous grounds experience

☞ Special Skills

- Strong communication skills
- Professional image