



WAPATO POINT MANAGEMENT COMPANY
Position Description

POSITION TITLE: Groundskeeper
DEPARTMENT: Grounds
REPORTS TO: Grounds Superintendent
SUPERVISES: No one
FLSA STATUS: Non-Exempt
BARGAINING UNIT: Represented by Bargaining Agreement: Union

BASIC FUNCTION

Under general supervision, maintains the landscape of the resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Report to work on time on all scheduled working days in a clean and neat appearance.
3. Water, mow, trim and edge lawns and planting areas on resort and related property.
4. Weed all planter/bed areas on all resort and related property.
5. Install and replace new vegetation as directed.
6. Fertilize all planting and lawn areas as directed.
7. Repair and maintain the irrigation system to assure that all property is irrigated on a regular scheduled basis, including repair or replacement of sprinkler heads, broken water lines and valves.
8. Inspect and clear walkways and parking areas of leaves and debris.
9. Assist with repair and maintenance of the resort's domestic water/sewer system, including repair or replacement of broken water lines and valves.
10. Prune trees, shrubs and bushes as directed.
11. Pick up and removal of garbage from all resort and related property.
12. Split and stack firewood in designated areas.
13. Inspect, inventory and deliver firewood to all firewood storage boxes.
14. Inspect, repair and maintain all resort docks for safety, security and functionality.
15. Collection and removal of driftwood.
16. Perform snow removal including clearing of roads, parking areas, sidewalks, stairs and application of de-icer as needed.
17. Remove sand from roads and parking areas.
18. Operate sweeper to keep lawn areas clear and free of debris.
19. Maintain clean and organized grounds department work areas.

OTHER DUTIES AND RESPONSIBILITIES

1. Install and remove Christmas decorations, including outdoor lighting and interior clubhouse needs.
2. Assist with sewer lift station maintenance and repair as needed.
3. Perform minor maintenance on grounds equipment.
4. Maintain and repair garbage receptacles on resort and related property.

5. Delivery and removal of recreational equipment to the kiosk seasonally.
6. Maintain and service work boat seasonally.
7. Inspect, repair and install all Community Association buoys seasonally.
8. Inspect all paths and roadways and perform minor repairs as needed.
9. Inspect, install, repair and remove swim lines seasonally.
10. Install, maintain and remove ice rink seasonally.
11. Relocate coyotes to aid in goose problem.
12. Inspect, clean and maintain tennis courts.
13. Assist with unload and disbursement of delivered goods.
14. Assist with clearing leaves and debris from miniature golf course.
15. Maintain, repair, and service mechanical equipment utilized at the kiosk.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that demonstrates the ability to perform the duties of the job. Grounds maintenance experience is helpful.

KNOWLEDGE, SKILLS AND ABILITIES

1. Basic knowledge of grounds maintenance.
2. Ability to respond to owners, guests and co-workers in a considerate and polite manner.
3. Knowledge of occupational hazards and of basic safety procedures and precautions.
4. Skill in operating small hand/power tools and equipment.
5. Ability to perform moderately strenuous physical activity.
6. Ability to work independently and as a member of a crew.
7. Follow written and verbal instructions.
8. Communicate effectively verbally and in writing.
9. Ability to operate a truck with a hydraulic dump bed.

FINANCIAL RESPONSIBILITIES

None

EXTERNAL CONTACTS

Owners/guests, contractors and vendors.

OTHER REQUIREMENTS

Must possess a valid Washington State Driver’s License. Perform additional duties as required.

I have received a copy of the Grounds Worker Position Description and understand it is my responsibility to read and understand the content.	
Employee Signature	Employee Number
Employee Name	Date

**WAPATO POINT MANAGEMENT COMPANY
PHYSICAL/MENTAL REQUIREMENTS**

POSITION TITLE: Groundskeeper
DEPARTMENT: Grounds

**PHYSICAL/MENTAL REQUIREMENTS:
Please check all that apply.**

Able to push/lift 5lbs to 10lbs	<input type="checkbox"/>	FUNCTION:	C	F	O	S
Able to push/lift 11lbs to 20lbs	<input type="checkbox"/>	Talk	X			
Able to push/lift 21lbs over	<input checked="" type="checkbox"/>	Hear	X			
		Smell	X			
Able to read, write, speak and understand English well	<input checked="" type="checkbox"/>	Stoop		X		
Able to carry out verbal and written instructions	<input checked="" type="checkbox"/>	Crouch		X		
Ability to adjust vision focus to see close and distance	<input checked="" type="checkbox"/>	Use hands to:				
		Finger	X			
		Handle	X			
		Feel	X			
Works independently of supervision	<input type="checkbox"/>	Walk		X		
Requires moderate supervision	<input checked="" type="checkbox"/>	Sit			X	
Constant supervision required	<input type="checkbox"/>	Stand		X		
		Reach with Arms/Hands		X		
		Perform work from a ladder			X	
Ability to interact with others	<input checked="" type="checkbox"/>	Climb			X	
		Balance			X	
		Bend		X		
		Squat			X	
		Kneel			X	
		Crawl		X		
		Lift/Carry		X		
		Push/Pull		X		

Constantly **C**
Frequently **F**
Occasionally **O**
Seldom **S**

WORKING CONDITIONS: Deal with external weather conditions through all seasons. Workers may work in hazardous areas and around heavy equipment or potentially dangerous tools. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. The employee should be able to work in the water.