

RIEDMAN

COMPANIES

TITLE: Grounds Keeper
REPORTS TO: Maintenance Supervisor
JOB STATUS: Full Time, Non-Exempt (Hourly)
LOCATION: The Hammocks at Orchard Park | Orchard Park, NY

POSITION SUMMARY: This position is responsible for maintenance of building grounds. Majority of responsibilities include lawn maintenance and snow removal, salt applications, and other outdoor maintenance duties.

ESSENTIAL JOB FUNCTIONS

- Develops and implements a detailed program for the maintenance and care of building grounds, including, but not limited to, lawn care, watering, grooming, snow removal and equipment care.
- Ensures grounds are kept in excellent condition and that all safety precautions pertaining to grounds are met.
- During cold weather months provides snow and ice removal and the application of ice melt. During the remaining months provides lawn care and maintenance.
- Responsible for the physical operations of the swimming pool as may be required by the property.
- Maintain positive relations with residents, staff and vendors
- Work with subcontractors hired to perform specific exterior work at the property.
- Responsible to be on call and work a flexible scheduled (after hours) for snow removal activities as weather dictates.
- Keep property maintenance shop area clean and orderly at all times.
- Maintain inventories (tools, equipment and supplies), as well as maintaining all equipment in proper operating condition.
- Maintains physical property to ensure a safe and habitable place to dwell.

OTHER JOB DUTIES

- When needed perform other maintenance responsibilities which could involve minor interior repairs and/or service requests.
- Exterior painting and/or staining when needed.
- Exterior power washing when needed.
- Other exterior maintenance and repairs as assigned.
- Adhere to current policies/procedures and make suggestions to Resident Manager on how to enhance property.

QUALIFICATIONS / EXPERIENCE REQUIREMENTS

- High School Diploma
- Three years' experience in grounds and/or property management field.
- Experience operating a Ventrac 4500Z Compact Tractor (or similar equipment) is a plus.
- Mechanically inclined.

- Ability to work independently.
- Must be able to work safely with all power tools, hand tools and safety equipment.
- Basic technical skills is a plus; able to use tablet or smart phone.
- Customer Service Oriented.
- Have general knowledge of utility shutoffs, clean out traps, fire and safety equipment and fire hydrants.
- Detail Oriented and have the ability to multitask.
- Good decision making abilities.
- Must have a valid New York State driver's license.

PHYSICAL DEMANDS:

- Must be able to work outdoors and be able to work in a wide range of temperatures and varying weather conditions including rain and snow
- Must be able to lift 75 lbs. or more, with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Must be able to stand on feet and walk for extended periods of time.
- Able to operate large / heavy machinery
- Shoveling snow
- Climbing and/or balancing
- Stooping, kneeling, crouching, and/or crawling