

Black River Memorial Hospital
JOB DESCRIPTION

Job Title: Grounds Keeper/Maintenance Assistant	Employee Name:
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Created on: 04/05/05	Department: Environmental Services	Pay Type: Non-Exempt
Reports To: Environmental Services Director	Reviewed on: 05/26/11	Revised: 09/12/06, 08/26/10, 04/09/12, 03/14/14, 09/15/14, 06/30/16, 08/23/19

POSITION SUMMARY: Performs all phases of grounds keeping tasks to keep the facility in a neat and presentable condition. Performs minor maintenance and repairs of building and small equipment; and performs miscellaneous duties that would include running errands and delivery services.
I. Essential Duties and Responsibilities
1. Performs minor repairs and preventative maintenance to hospital equipment (wheelchairs, carts, IV poles, etc) as scheduled and as needed.
2. Maintains facility grounds – includes lawn, sidewalks and parking lots.
3. Performs pick-up and delivery services for all departments as required.
4. Paints on the interior and the exterior of the building.
5. Operates and maintains all power equipment used for grounds maintenance, including but not limited to: riding lawnmower, weed trimmer, snow blower, Bobcat, etc.
6. Performs various housekeeping duties in specific areas as assigned.
7. Uses safe methods when handling chemicals and cleaning solutions.
8. Transports all types of refuse to proper medical waste storage or sanitary refuse storage.
9. Uses accepted body mechanics when performing duties.
10. Follows the hospital's attendance policy.
11. Coordinate work assignments of instructions from Environmental Services Director or Environmental Services Tech II for contracted & seasonal help.
Additional Duties:
12. Assists maintenance team as needed.
13. Performs other duties as assigned or as opportunities arise.

Educational Qualifications:

- High School diploma or general education degree (GED) preferred.
- Basic reading and comprehension skills required.
- Grounds keeping experience preferred.
- Valid drivers license with good driving record.
- Must possess some ability in general maintenance and have an interest in maintenance functions.
- Previously acquired maintenance skills are beneficial.
- Welding skills are beneficial.
- Ability to use a variety of power equipment and hand tools.
- Capable of performing a variety of duties (i.e., weeding, cutting, trimming, watering, painting, care of equipment, etc).

Work Relationship:

- Reports directly to the Environmental Services Director.
- Works closely with Maintenance Mechanic and Housekeeping.
- Works occasionally with all departments of the hospital.

Working Conditions:

- Work is performed in both indoor and outdoor settings. Outdoor settings can result from extreme hot to extreme cold temperatures and wet and/or humid conditions.
- Works in all general areas of the building including boiler room and garage.
- Is exposed to loud noises in various work duties and work areas – the noise level is usually moderate.
- Works near moving mechanical parts.
- Occasionally has potential exposure to hazardous material.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel, crouch, sit and climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 35 pounds.
- Occasionally required to lift and/or move over 35 pounds of supplies and equipment with assistance.
- Audio exam performed annually and within 6 months of hire.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date