



**JOB DESCRIPTION
NAME**

JOB TITLE:	Senior Skilled Groundskeeper
DEPARTMENT:	Canyon Operations
REPORTS TO:	Director of Facilities, Laity Lodge Team
EFFECTIVE DATE:	
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Senior Skilled Groundskeeper serves as the groundskeeping team subject matter expert to maintain and beautify grounds, planters, trees, and shrubs according to Foundation standards in support of the Canyon programs to enhance retreat experiences.

PROGRAM MISSION: Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Irrigation
 - Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Designs and prepares plans for irrigation systems and/or makes necessary changes to blueprints for irrigation system design compliance and to locate shutoff valves, irrigation valves, and physical layouts. Meets with contractors, architects, approves plans, and performs utility locates.
 - Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs major repairs to electronic and hydraulic valves and controllers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
 - Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Assists with installation of new water lines.

- Landscape Maintenance and Horticulture
 - Serves as a resource on landscape and horticultural matters. Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish native landscaping objectives.
 - Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
 - Stakes, prunes, thins, mulches and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Trees and shrubs are trimmed and pruned on a regular basis to maintain the beauty of the Canyon, the safety of our guests, and the overall health of the plants.
 - Maintains up-to-date knowledge of safe pesticide/herbicide application.
- Meets with Facilities Director daily to discuss standards and update priorities for the Groundskeeping team. Responds to Facilities Director regarding results of supervisory feedback, correction, and redirection. Carries out the duties as directed and in a timely manner
- Maintains adequate inventories of irrigation parts and glues, primers, pesticides, fertilizers, paints, oils, tools, seed, compost, sod, and equipment. Maintains records of purchases and uses.
- Maintains equipment parts listings, equipment oil change logs, equipment service/repair logs, and irrigation repair logs.
- Maintains current Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.
- Respond when requested for program support, maintenance needs, and/or emergency assistance in other areas and departments
- Assist with improvement projects when assigned
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals

QUALIFICATIONS:

- High School Diploma or equivalent work experience and three (3) to five (5) years increasingly responsible groundskeeping and irrigation systems experience.
- A valid driver's license.
- Minimum of two years' experience in groundskeeping, including installation of irrigation systems, familiarity with local native plant care, knowledge of pruning and seasons in which it's safe to seed, weed, and prune special plants.
- Certification in arboriculture, landscape design, or horticulture. Irrigation credentials.

- Mechanical experience
- Special knowledge of plants and grasses native to the Texas Hill Country

COMPETENCIES-Knowledge, Skills, and Abilities:

- Ability to repair sod that has been damaged by wildlife
- Requires knowledge of proper and safe application of fertilizers, insecticides, and herbicides used in grounds care and gardening
- Knowledge of grounds care machines and tools, including their designs, uses, repair, and maintenance
- Knowledge of sprinkler and irrigation system design, installation, operation, and maintenance
- Requires sufficient math skill to calculate distances, proportions, and sums.
- Active listening skills
- Time management skills in completing tasks
- Adaptability/Flexibility
- Work independently and within a team
- Demonstrates accuracy and thoroughness

PHYSICAL REQUIREMENTS:

- Ability to perform intense physical work for up to 8 hours at a time.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day.
- Employee must regularly lift and move items up to 50 pounds
- Visual acuity to operate common grounds equipment and read instructions and safety information.
- Requires auditory ability to hear machinery sounds and alarms
- Requires the ability to work in extreme temperature conditions
- Frequently climb ladders
- Must be able to safely operate a motor vehicle and landscaping equipment.

WORK ENVIRONMENT:

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Must work varying schedules based on camping program needs, including some weekends.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE