

FUMC Job Description

Job Title: Assistant Grounds Keeper

Revised: 05/2025

Reports to: Grounds & Building Maintenance Supervisor

Pay Status: Non-exempt

Hourly wage: Up to \$15/per hour (dependent on experience)

Hours of work: 15–25 hours weekly, Monday through Friday. Occasional Saturdays for special projects.

General Purpose: To assist the Building and Grounds Keeper Supervisor in maintaining property grounds, upkeep on building appearances and gardening assistance.

Education & Experience: Ability to read and write in order to understand safety postings and written instructions. Work related grounds keeping experience preferred, but on-the-job training for those without experience will be considered.

Equipment: Knowledge of maintenance equipment processes and proper upkeep essential for readiness **preferred**. Position requires use of push and riding mowers, weed-eaters, trimmers, manual lawn tools, chemicals (plant food, insecticides, herbicides).

Duties include, but not limited to:

- Review weekly lawn maintenance schedule, ensuring property is maintained weekly.
- Mow (with push mower) all islands on property,
- Weed-eating all borders of property in parking lot and around building structures including internal Fountain Garden, and drainage lines.
- Mow (with riding mowers) all large fields weed eating around drainage lines. Edge along all paved surfaces (sidewalks).
- Ensure all equipment is properly fueled with fuel cans.

- Maintain irrigation system, ensuring sprinkler zones are operating properly. Replace damaged sprinkler heads for proper usage. Assist in repair of water leaks/valves.
- Water potted plants.
- Assist gardeners with plant maintenance, planting, weed control in flower beds, and fertilization of plants.
- Assist in trimming of shrubs, trees and flowers. Maintaining all flower beds for proper mulch coverage.
- Collect trash on church property and dispose of properly.
- Check for water leaks inside structures and repair said leaks.
- Change HVAC air filters quarterly.
- Change damage or water stained ceiling tiles.
- Maintain cleanliness of shed facilities.
- Assure safety protocols are followed at all times as directed by the Building and Grounds Keeper Supervisor.
- Work with other employees and volunteers assuring an attitude of cooperation and respect.
- Perform other duties as assigned.