Groundskeeper

**Department**: NIEI Clinic **Reports to:**  Facility Supervisor

**FLSA Status:** Non-Exempt/Hourly **Revision Date:** 09/22/2022

Summary:  
The groundskeeper is responsible for the daily upkeep of grounds, building exteriors, interiors, parking lots, and other maintenance projects under the supervision of the facility supervisor.

Minimum qualifications:

* High School Diploma/GED equivalent
* Previous maintenance experience preferred
* Driver’s License required

Knowledge, Skills, and Abilities Required:

* General knowledge of building construction, repair, maintenance, heating, air conditioning, electrical, and plumbing.
* Working knowledge and ability to use tools and equipment.
* Problem-solving skills.
* Self-motivated with ability to work well under limited supervision.
* Ability to communicate in a courteous and professional manner with teammates, management, patients, and vendors.
* Ability to be punctual and work within a flexible work schedule.
* Have a strong work ethic. Must display a high degree of pride and integrity in job performance.
* Excellent communication skills: ability to read, write, and communicate effectively.
* Proficient in Microsoft Office Suite.
* Ability to work in an environment of strict confidentiality and maintain such an environment, both at work and in off-hours.

**Duties and Responsibilities:**

1. Groundskeeping duties including, but not limited to mowing, weeding, trimming bushes and trees, maintaining sprinkler systems, etc.

2. Understand and apply necessary fertilizers and other related products as the need arises.  
3. Assist with snow removal.  
4. Furniture assembly, removal, etc.  
5. Assist Facility Supervisor as needed.  
6. Attend and participate in mandatory staff meetings.  
7. Special projects as needed.  
8. Performs other duties that may be assigned.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an exterior setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries, and emotional states of mind.