

## **FUMC Job Description**

**Job Title:** Assistant Grounds Keeper

**Revised:** 3/12/26

**Reports to:** Trustees & Appointed Grounds & Building Maintenance Supervisor

**Pay Status:** Non-exempt

**Hourly wage:** \$15.50 - \$17.75/per hour (dependent on experience)

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

**General Purpose:** To assist Trustees with 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) large fields weed eating around drainage lines. Edge along paved surfaces (sidewalks).
- Ensure equipment is properly fueled with fuel cans.
- Assist with maintenance of irrigation system, ensuring sprinkler zones are operating properly. Replace damaged sprinkler heads for proper usage.

Assist in repair of water leaks/valves. These duties will be performed with direction of the Trustees and/or assigned Supervisor.

- 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.
- Assist with general maintenance around church property with the supervision of Trustees or assigned Supervisor. Examples include:
  - Checking for water leaks inside structures and repair said leaks.
  - Changing HVAC air filters quarterly.
  - Changing damaged or water-stained ceiling tiles.
  - Maintaining cleanliness of shed facilities.
- Assure safety protocols are followed at all times as directed by the Trustees or assigned Supervisor.
- Work with other employees and volunteers assuring an attitude of cooperation and respect.
- Perform other duties as assigned.

Employee signature: \_\_\_\_\_  
(copy to be given to employee)

Date: \_\_\_\_\_

## **Procedural Statements & Rules: Assistant Grounds Keeper**

Note: These statements are performance guidance and rules required of the Assistant Grounds Keeper position.

**Safety & Training:** Training will be provided to fully understand each piece of equipment's requirements for safety and operational use. Most equipment is commercial grade but not difficult to operate with practice.

### **Procedural Reminders:**

Fuel supplies: Notify supervisor when fuel supply is low for refueling purchases. Fuel cans are to be stored safely in storage building.

Irrigation system: All sprinkler heads are attached and assure spray is aligned with intended watering areas, not the concrete surfaces.

Potted plants: hand water with hose or watering can.

Trash pickup: Mondays are crucial for scanning property and collecting and disposing of all trash on property. Review of property cleanliness on Fridays is crucial for weekend services and events.

Shed/Storage Building: Cleanliness of Shed Facility of debris and dirt is required. Ensure Shed Office is locked after leaving while on property or end of shift. Shed garage doors must be closed after your shift.

### Daily Procedures:

- Always check with your supervisor at start of shift for special projects.
- Always keep a list of extra chores completed and time required to accomplish tasks.

- Clothing: proper work clothing should be worn to ensure your safety with using power equipment. Also, clothing should be comfortable but will get dirty.

Time Sheet Maintenance. To ensure accuracy in worked hours, log start and stop times on your time sheets. Ensure you sign and date your time sheet and your supervisor signs same. Time sheets are usually due 3 days prior to the 15<sup>th</sup> and last day of the month. Completed time sheets are crucial to ensure your pay checks are processed on time.

Work Hours: Hours are seasonal with Spring through Fall seasons have longer hours, while Winter hours are reduced by daylight available for outside activities. However, every effort to identify work potential will be reviewed with you to ensure a reasonable paycheck. Climate conditions like rain, snow or excessive heat could reduce worked hours.

Copy received by employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(initials)

Revised: 7/1/24