

**DOGS FOR BETTER LIVES
JOB DESCRIPTION**



Job Title: Groundskeeper

Job Status: Part-Time, Non-Exempt

Reports to: Operations Director

Location: Central Point, Oregon

Company Overview:

Recognized nationally as a premier nonprofit organization, Dogs for Better Lives' mission is to professionally train dogs to help people and enhance lives while maintaining a lifelong commitment to all dogs rescued or bred and all people served. Dogs for Better Lives trains and places Assistance Dogs with clients throughout the United States and is supported by a nationwide donor base.

With more than 30 employees on one campus in Southern Oregon, Dogs for Better Lives and its staff enjoy nearly 200 days of sunshine annually in Central Point, making it a destination for outdoor enthusiasts of all kinds. Located in the Rogue Valley, employees enjoy close proximity to Medford International Airport, accessibility to major hospitals, hiking trails, golf courses, and ski areas with full availability of all amenities of a big city without the congestion.

Job Summary:

The Groundskeeper is responsible for the maintenance and care of the company grounds. This position performs routine grounds maintenance to ensure the proper care of lawns and landscaped areas. The Groundskeeper may also perform light machinery repair work as needed.

Essential Duties and Responsibilities:

- Cut lawn using hand, power or riding mower.
- Trim and edge around walks, flower beds, and walls.
- Landscape by planting flowers/bulbs, grass, trees, shrubs, and bushes.
- Apply fertilizer to ground to enhance growth.
- Shovel snow from walkways and sprinkle ice down for safety purposes.
- Perform routine maintenance duties such as painting, lawn bench repairs, and other duties.
- Maintain walkway free of debris.
- Trim hedges, shrubs, small trees and pull weeds.
- Remove dead, damaged or unwanted trees/shrubs.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Manage irrigation systems.
- Rake, mulch, and prune the grounds as needed.
- Water plants and grass as needed and apply plant food.
- Support Facility Maintenance staff as needed.
- Perform other duties as required by the organization and Operations Director.

Essential Qualifications:

- High School diploma or GED required.
- Experience using power equipment such as: weed whacker, mower (power and/or riding), saws (regular and/or chain), and grinders.
- Knowledge of basic gardening including: planting, weeding, pruning, and irrigation systems.
- Pass criminal background, credit, and DMV checks.
- Valid Driver's License and an excellent driving record.
- Must be able to: lift up to 75 pounds, move quickly, bend and/or crouch, climb stairs, and operate grounds keeping equipment with ease.

Essential Requirements:

- Shares in the passion for the mission of Dogs for better Lives.
- Able to follow directions and work with limited supervision.
- Self-starter and able to prioritize and handle multiple tasks.
- Demonstrated handy-person and mechanical skills.
- Ability to meet and greet the public in a friendly and courteous manner.
- Good written and oral communication skills.
- Must like dogs and relate well with them.

Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.

Dogs for Better Lives is an Equal Opportunity Employer.