**A close up of a sign

AI-generated content may be incorrect.**Grounds Maintenance Specialist Job Description

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| **Date Profile Updated**: 29 June, 2025 | **Completed By**: Facilities Director |
| **Position Title**: Grounds Maintenance Specialist | **Supervisor**: Facilities Director |

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| This Position Is: | **Volunteer** | **Part-Time** | **Full-Time** | **Hrs/Wk** |
|  |  |  | X | 40-45 |

**Overview of Position:**

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| Work with the Facilities Director to ensure the DHBC facilities and grounds are properly maintained and ready for all events that take place on the campus. Ensure the facilities, including buildings, lawns, parking areas, and other common areas, are welcoming, safe, well-maintained for visitors to the campus, and properly set up for ministries and events. |

**Preferred Qualifications and skills:**

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| Possess a joy to serve the church.  Communication skills marked by the fruit of the spirit.  Motivated by a love for Jesus Christ and a desire to serve the church.  Works well with others in a group environment.  Knowledge of irrigation systems and basic repair techniques.  Knowledge of standard landscaping principles and best-practices.  Familiarity with a variety of custodial concepts, practices, and procedures.  Ability to perform basic repairs of mechanical, electrical, plumbing, and other systems.  Supervisory or management experience (volunteer experience is acceptable).  Ability to meet the physical demands required of the position, including the ability to: Walk or stand for long periods of time. Bend, twist, squat, crawl and climb ladders during duties. Lift and carry 50-pound bags and lift a trash container to shoulder height to dump in dumpster.  Use tools or equipment requiring a high degree of dexterity.  Computer aptitude.  Highschool diploma or GED and 2+ years of landscape, facilities maintenance, or equivalent experience.  Hold a valid driver’s license and regularly drive a motor vehicle. |

**Responsibilities:**

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| Organize volunteer service opportunities for all ages and skill levels to participate in work days. |
| Create and maintain a rotation of volunteers (teams) to assist with landscape maintenance. |
| Demonstrate and instruct others in the safe handling and proper use of landscape tools and supplies. |
| Demonstrate joyful cooperation between volunteers and the elders/staff and foster a culture of selflessness and willingness to preserve unity. |
| Collect receipts and maintain accurate accounting records for budget tracking. |
| Corroborate with the Facilities Manager and elders to determine the overall desire/vision for landscape installation and maintenance and to address concerns in a timely manner. |
| Perform or oversee all general landscaping tasks including weekly lawn care, seasonal pruning of other plant material, raking rocks, maintaining landscape-related keys and security codes, and other duties as assigned. |
| Perform installation and repair of irrigation and landscaping systems as needed, includes digging and trenching. |
| Ensure church facilities are prepared for all church-sponsored events in a timely and efficient manner. |
| Inspect church facilities after special events to ensure proper cleanup has been completed and items are in satisfactory condition. |
| Regularly inspect church facilities for damages. |
| Train staff and volunteers how to use supplies and tools properly. |
| Ensure all buildings are unlocked and disarmed before weekly Sunday services and locked and armed after Sunday services. |
| Perform basic repairs and maintenance. |
| For complex repairs, maintenance, and/or additions, work with contractors to ensure work is done in a timely and cost-effective manner. |

**Job Requirements and Guidelines:**

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| Able to meet the physical demands required of position, including the ability to: Walk or stand for long periods of time. Bend, twist, squat, dig, crawl and climb ladders during duties. Repeatedly lift and carry 50-pound bags to waist height and 50-pound trash container to shoulder height into dumpster. |
| Pass Background check and credit check |
| Agree with and affirm Desert Hills Bible Church Statement of Faith. |
| Serve as first line contact for any landscaping, building maintenance, and/or custodial issues. |
| Maintain cooperative relationships with those contacted in the course of work activities. |
| Create and maintain a schedule and rotation of volunteers. Ensure all necessary work is performed. |
| **Weekly**: Ensure mowing, blowing, trash pickup and raking rocks is performed before Sunday. Ensure the facilities are clean and properly set up for all church activities. Ensure buildings are unlocked/disarmed and locked/armed each Sunday before and after Sunday morning services. |
| **Bi-weekly/monthly**: Follow the Landscape Maintenance Guidelines to ensure proper care of trees and plants, regular inspection and repair of irrigation systems, tool and equipment maintenance, and landscape lighting and timers, remove weeds, apply fertilizer, herbicide, and pre-emergent. |
| **Quarterly/semi-annually**: Overseed/transition the lawn and prune trees as noted in the Landscape Maintenance Guidelines. |

**Additional Position Information:**

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| **Starting Pay Rate:** DOE |
| **Probation** **Period**: 90 days |
| **Pay Increases**: An annual pay review will consider any added or increased responsibilities/tasks but will also dependent on church budget and member giving. |

This job description was approved by elder board action on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.