

**JOB DESCRIPTION  
ANDERSON PUBLIC LIBRARY**

**Job Title:** Groundskeeper, Part-time  
**Department:** Maintenance Services, Main Library  
**Job Grade:** 315/Non-exempt/Hourly  
**Reports to:** Maintenance Services Manager  
**Revised:** May, 2018  
**Salary:** \$11.40 hourly

**Job Summary:** Maintains safe, attractive appearance of library grounds and landscaping, in addition to performing carpet cleaning and assigned housekeeping tasks. Maintains equipment and supplies necessary for grounds-keeping duties, primarily for Main Library, Extensions Services and Lapel Library.

**Job Education and Experience:**

1. Grounds-keeping and/or landscaping work experience
2. Facility cleaning and custodial work experience, including carpet and floor care
3. Light maintenance work experience preferred

**Job Knowledge, Skills, and Abilities:**

1. Familiarity with standard grounds-keeping practices and landscaping care
2. English oral and written communication skills, with ability to read and follow written instructions
3. Proficiency operating and knowledge of properly maintaining grounds-keeping equipment
4. Proficiency operating custodial and carpet-cleaning equipment
5. Familiarity with variety of cleaning chemicals and their appropriate usage
6. Ability to use personal computer system, e-mail, Word, and other computer applications relevant to job
7. Ability to learn and follow routine meeting room set-ups and to correctly hook-up meeting room/audiovisual equipment
8. Ability to establish and maintain effective working relationships with staff and customers
9. Ability to lift up to 50 lbs.
10. Ability to work from heights and in adverse weather conditions
11. Ability to work independently and effectively prioritize work tasks without direct supervision
12. Satisfactory criminal history background check
13. Scheduling flexibility to vary workdays and shifts
14. Valid Indiana driver's license and safe driving record

**Work Environment:** Typically performs work outdoors that requires sustained moderate to strenuous physical activity. Requires daily heavy lifting and carrying, pushing/pulling, bending, reaching, climbing, and operating heavy equipment. Requires frequent handling of hazardous cleaning and other chemicals with their vapors and exposure to unpleasant organic materials and odors. Outdoor work requires shoveling and operating snow/ice removal equipment, lawn mower, and tractor. Work includes frequent contact with staff and customers.

**Equipment Used:**

1. Mowing and trimming equipment
2. Hoses and sprinkling equipment
3. Gardening tools
4. Garden Tractor for mowing and pushing snow

5. Snow blower
6. Vacuum cleaners, carpet extractors, and other floor care equipment
7. Ladders
8. Power washer
9. Moving dolly and utility carts
10. Hand Tools
11. Personal computer system with peripherals and printer
12. Multi-line phone system
13. Two-way radios

**Essential Job Duties:**

1. Performs grounds-keeping and landscaping tasks that include removing litter and debris from parking lots and grounds, mowing grass, trimming trees and shrubs, weeding landscape plantings, and applying lawn treatments; recommends improvements to library grounds
2. Performs assigned custodial tasks that include vacuuming and cleaning carpets; sweeping, mopping, and buffing floors; cleaning and supplying restrooms; trash removal; dusting and cleaning furniture and shelves; glass and window cleaning; cleaning kitchen facilities. Uses appropriate cleaning chemicals for job tasks, following safe-handling precautions
3. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
4. Follows correct operating and maintenance procedures for equipment and machinery used, reports equipment problems to manager
5. Removes snow and ice from entrances, walkways, and parking areas in inclement weather; salts areas for safer walking
6. Opens library building promptly according to schedule, when needed; closes and secures Building, according to schedule
7. Sets-up meeting room furniture and audiovisual equipment, following meeting room schedule and instructions for setups; ensures rooms are clean and attractive for next meetings. Reports problems to manager
8. Answers delivery in dock area and helps unload deliveries, as needed; takes delivered items to appropriate library departments
9. Responds to building alarms quickly and assists customers and staff in following emergency procedures; in case of fire alarm, helps identify source in building
10. Transports materials between library facilities and other locations; may use library vehicle for large loads
11. Maintains supply inventories needed for job duties in designated work areas and locations
12. Attends department staff meetings and collaborates on department objectives
13. Keeps safe and orderly environment in staff work areas, putting supplies and equipment in order after use and following proper storing and handling of chemicals
14. Responsible for complying with library's Employee Handbook, policies, and procedures
15. Informs Maintenance Services Manager of work problems; recognizes situations appropriate for seeking managerial or administrative assistance
16. Performs reasonably related tasks and special projects assigned by manager

**Other Duties:**

1. Helps orient and train new Maintenance staff
2. Works at Lapel Branch Library, as needed