



**HARWOOD**  
INTERNATIONAL

## HARWOOD INTERNATIONAL CAREERS

### Groundskeeper

The Groundskeeper maintains grounds and participates in ground construction activities for Harwood International's Class A buildings. Working conditions include dirty environment, extreme temperatures and the lifting or carrying of heavy objects.

#### **Classification**

Non-exempt / Hourly

#### **Essential Functions**

##### *Job Functions*

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

- Trimming plants
- Removing debris from stairs and walks
- Operating large power lawn mower, edger's, hand tools and large vehicles associated with ground maintenance and landscaping activities
- Operating pick-up trucks, flat-rack trucks, and dump trucks for hauling purposes and for trash and debris removal
- Perform minor maintenance and repair on equipment and tools as required
- Assist in the maintenance of parking lots and other surfaces, including asphalt repairs and minor masonry or plastering work, as required
- Installs and removes outdoor signs and barriers

#### *Competencies*

- Adaptability / flexibility
- Dependability
- Productivity
- Quality
- Sense of urgency
- Teamwork

#### *Supervisory Responsibility*

No

#### *Work Environment*

This job operates primarily outside. This role routinely uses standard grounds keeping and maintenance equipment including but not limited to; large power lawn mowers, edgers, hand tools and large vehicles. May require working in all weather conditions.

#### *Position Type and Expected Hours of Work*

This is a full-time position; typical work hours and days are Monday through Friday, 7:00 a.m. to 4:00 p.m. May be some flexibility in hours required.

### ***Required Education & Experience***

- Knowledge of equipment, tools, and procedures of grounds construction and care
- Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening
- Skilled in operating grounds maintenance and grounds construction equipment

### **Work Authorization/Clearance**

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

### **AAP/EEO Statement**

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please email your resume to [nrungruangphol@harwoodinc.com](mailto:nrungruangphol@harwoodinc.com)