

Job title	<i>Landscape Maintenance</i>
Reports to	<i>Committee Chairman</i>

Job purpose

- To maintain the grounds in a manner that demonstrates a level of pride commensurate of a membership that take prides in themselves and in their clubhouse. Additionally, keep the grounds within municipal code.

Duties and responsibilities

The Landscape Maintenance person will maintain the grounds usually on an as needed basis for the following:

- Tree trimming
- Weed eradication and prevention
- Watering trees twice a week
- Leveling the surface of the desert floor. Smoothing the yard. (raking the dirt)
- Fence maintenance.
- Remove debris and broke chairs, toys, etc. from property.
- Make sure dumpster is not overfilled or abused by oiutsiders.

Qualifications

Person should have a basic knowledge and ability in yard/landscaping processes.

Qualifications include:

- Ability to trim trees
- Person should have a green thumb
- Should have basic yard working tools (rakes, shovels, etc...)
- Ability to work in the summer heat
- Have or access to a pick up

Working conditions

Hot Dry Arizona Heat

Physical requirements

Reasonably good physical health

Direct reports

Committee Chairman

Approved by:	
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Date approved:	
Reviewed:	<i>Date when the job description was last reviewed</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization