

# GROUNDSKEEPER

## JOB DESCRIPTION

Job Title: Groundskeeper

Employer: Edmonton Church of God (ECoG)

Position Classification: Part-Time 0.2-0.6 FTE (8-24 hours per week)

Ministry Area: Operations

Position Reports to: ECoG Facilities Manager

Reports to this Position: -

Date Approved: October 7, 2021

Posting End Date: October 25, 2021

Revision Date: N/A

## POSITION SUMMARY

The Groundskeeper cares for the grounds of the ECoG located at 7230 Keswick Link SW, Edmonton, Alberta (Grounds). The role is responsible for maintaining the landscaping and gardens, and cleaning and keeping clear the parking lot and walkways. The Grounds are to be kept safe, clean and neat, and prepared for services and ministry activities. This position performs maintenance and repairs for the equipment used, in a cost effective manner.

## RESPONSIBILITIES AND DUTIES

Duties include, but are not limited to, the following essential functions:

- Manicure the churchyard lawn, mowing and trimming as required.
- Carry out lawn care program, including fertilization, aeration and weed control.
- Maintain garden beds and care for flora, including grooming, weed control, fertilization, re-mulching and re-planting, as appropriate.
- Maintain and care for trees, including trimming, fertilizing, watering, and replanting, as appropriate.
- Assist Facilities Manager in operating and maintaining the irrigation system in a cost-effective manner.
- Remove snow from walkways and the parking lot in a timely manner, ready for Sunday services and mid-week events.

- Assist with outdoor waste management.
- Ensure outdoor maintenance equipment is clean, well maintained, and secure.
- Aid Facilities Manager in ensuring all groundskeeping equipment is serviced regularly for preventive maintenance.
- Follow a regular program of care.

## **QUALIFICATIONS AND EXPERIENCE**

Experience in groundskeeping or related occupation is considered an asset. Experience in one or more of the technical areas of gardening, landscaping, outdoor machinery or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job.

- Knowledge of the practices, methods, and equipment utilized in groundskeeping.
- Knowledge of safety principles and practices.
- Capable of operating lawn care machinery, including maneuvering the riding lawn mower in tight spaces.
- Capable of operating a skid steer for snow removal from the parking lot.
- Knowledge of lawn care, gardening practices, pest control, and weed abatement.
- Capable of adjusting to changing priorities, meeting deadlines, and scheduling of a growing church.
- Demonstrate a strong work ethic and take initiative.
- Demonstrate sound judgment in decision making.
- Understanding of and alignment with the core values, mission and vision of the church.
- Must be integral and committed to living a public life that is founded in Christ likeness and above reproach.

## **EDUCATION AND CERTIFICATES**

- Designation certification from the Canadian Nursery Landscape Association's national Landscape Horticulture Certification Program is considered an asset, but not required.
- Willingness to pursue education on landscape maintenance (including, for example, weed control, tree and flora care).
- A valid Alberta drivers' license is required.

## **WORK SCHEDULE**

Employee will be required to work a minimum of eight (8) hours per week or as many hours as it may take to perform above job duties. Schedule will include Sundays, as required. Holidays such as Easter and Christmas are also potential work days. The schedule may vary based on season, weather, and event demands and may require work performed after hours and/or weekends if necessary.

Depending on the applicant pool and available resourcing, the position may be divided into multiple positions with shared duties or a seasonal focus.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Must be able to move freely, bend, stoop, stand, walk, climb ladders and be able to lift up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able and willing to work outdoors – at times in inclement weather.

## **ORGANIZATIONAL COMMITMENT**

Preference will be given to applicants that know, understand, and support the mission, vision, values, and beliefs of the Church of God, individuals with a servant's heart that seeks to Love, Live, Serve – Like Jesus.

- Values collaboration and fosters a spirit of openness and unity with ECoG staff, Ministry Teams, congregants, and vendors.
- Willingness to sacrifice personal time for the good of the church.
- Exhibits character traits needed to work with the public, staff, and congregation, such as friendliness, patience, kindness, gentleness, and approachability.
- Committed to the local church; regular attendee of ECoG church services.
- Regular participant in ECoG ministries.

## **COMPENSATION**

- Commensurate with experience.

## **HOW TO APPLY**

Please email resumes to [office@edmontonchurchofgod.com](mailto:office@edmontonchurchofgod.com) or submit to a member of the ECoG Board of Trustees, referring to the position of interest.

We thank you for taking the time to apply and expressing interest in this position, and are committed to providing a fair and transparent hiring process.