

**TITLE:** Landscape Maintenance Technician

**Employer:** Advance HOA Maintenance, Inc.

**IMMEDIATE SUPERVISOR:** The Community Manager is responsible for the supervision of the maintenance technicians at Cherry Hills III, including the Landscape Maintenance Technician.

**GENERAL FUNCTION:** The Landscape Maintenance Technician (hereafter Groundskeeper) performs skilled work in the daily care, annual maintenance, and modification of the landscape (hereafter grounds) and at Cherry Hills III which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment, machines, and vehicles; and the use of small hand, mechanical, and power tools or equipment in planting, cultivating, trimming, landscaping, and otherwise maintaining gardens and grounds. The Groundskeeper similarly supports snow removal efforts. The Groundskeeper performs maintenance on groundskeeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed.

#### **MINIMUM ACCEPTABLE QUALIFICATIONS**

**Education:** A high school diploma or the equivalent is required. **Preferred:** Associate's degree and/or certificate in landscape maintenance or related field.

**Experience:** At least two years of experience in groundskeeping is required, where knowledge of the methods, materials and equipment used in planting, cultivating, and trimming a variety of types of shrubs, annual and perennial flowering plants, and grasses has been gained. Must be open to on the job training and continuing professional development. **Preferred:** Associate's degree and/or certificate in landscape maintenance or a related field is preferred, but may be substituted for by a minimum of two years of relevant experience. Knowledge and training in the use and proper disposal of chemicals used in groundskeeping.

**Skills and Qualifications:** Ability to read and speak in English sufficiently to understand written work orders, instructions, and directions, and communicate well with the Community Manager, Director(s)/Chair(s) of the Grounds Committee, other staff members, homeowners, and vendors. Must be a self-starter and hard worker, and demonstrate professionalism. Ability to perform mathematical calculations, apply basic quantitative reasoning, and use computer technology to accomplish job-relevant tasks. **Preferred:** Conversant at a basic level in Spanish.

Demonstrate an understanding of the plant-soil-water system. Background to identify and discuss the attributes of various plant materials commonly used in landscaping, including annuals, perennials, ornamental grasses, shrubs, and trees. The ability to identify, treat, and eradicate common disease or insect and other pest damage to plant materials. **Preferred:** Knowledge of Integrated Pest Management (IPM).

Possess essential state-of-the-field landscape maintenance skills, which will include pruning; planting of annuals, perennials, grasses, shrubs, and small trees; removal, dividing, and transplanting perennials, grasses, and shrubs; some tree care; soil management; watering, fertilization, and mulching; and pest management. Knowledge of the proper operation and basic maintenance of grounds maintenance tools, machinery, and electric or gas-powered equipment is required. **Preferred:** Basic knowledge of sprinkler systems and repair. Some experience working with aquatic plants and water features, such as ponds and streams.

**Effort:** Requires the ability to lift and carry groundskeeping and snow removal supplies and equipment weighing up to 50 pounds on an occasional basis; prolonged walking or standing; and frequent bending, stooping, kneeling, and reaching on a daily basis. Requires a full range of physical motion in order to operate manual, electrically powered and/or gasoline-powered groundskeeping equipment and machines. Requires ability to access facilities and areas that may only be accessible by climbing stairs or by ladders to a height of 12 feet. Must be able to move throughout the landscape, including streams and ponds, as the work is performed primarily out-of-doors, year-round. Employees in this job classification are designated as essential employees and must report to work as scheduled even during severe weather.

**Licenses:** Must have a valid Colorado motor vehicle operator's license. **Preferred:** Possession of a public pesticide applicators license.

**Other:** Scope of the position may involve exposure to and use of chemical compounds for application on trees, shrubs, annual and perennial flowering plants, and grasses which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs general property-wide landscape maintenance.
2. Along with the maintenance technician, inspects grounds daily and removes unsightly plant and other debris from the general common element; raking, sweeping and bagging leaves, branches, and other debris; and transporting it to designated central collection points.
3. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating shrubs, annuals, perennials, and grasses; and storing and caring for bulbs in the winter season.
4. Performs regular and directed grounds and landscape maintenance by trimming and edging around trees, shrubs, and other plantings, sidewalks, and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment. May be required to perform minor adjustments, repairs, and cleaning of the irrigation systems with supervision.
5. May be involved in applying routine chemicals used in groundskeeping properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications; applying the chemicals properly on grounds and landscapes designated for their use; and disposing of residual chemical products as directed or storing and labeling them for future use.
6. Supports snow-removal efforts involving the use of small mechanical equipment, as well as pick-up with blades attached.
7. Maintains a record and calendar of plant, garden, and landscape maintenance.

8. Safely operates all tools, equipment, and vehicles used in landscaping and snow removal by following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.

9. Ensures landscape maintenance equipment is operational by performing routine and preventative maintenance. Keeps tools, equipment, and machines reasonably clean.

10. May support the maintenance technician in performing other minor maintenance work using hand and power tools.

11. Contributes to the overall maintenance of CHIII as a first-class community by performing all other related duties as assigned by the Community Manager.

Draft