



## **InterChange Group, Inc. – Job Description**

Position: Grounds Associate – Maintenance Department  
Location: Harrisonburg Operations  
Reports to: Maintenance Supervisor

### **Primary Duties:**

Responsible for the cultivation and care of the landscaping and grounds for all InterChange Group, Inc. and affiliated business properties. Mowing, weed eating, planting trees and shrubs, pulling weeds, mulching, fertilizing, picking up trash, snow shoveling, and straightening objects such as signs and concrete curbs are all a large part of the responsibility of this position.

- Care for the grounds around all Company facilities
- Tracking materials and time spent by use of a Company Time Sheet on a daily basis
- Mow grass around Company facilities utilizing a variety of commercial mowing equipment including zero-turn, mid-mount, front-mount, and push lawnmowers
- Use of commercial weed eater to mow/trim around the edge around walks, mulch beds, drainage ditches, and walls.
- Landscape by planting flowers, grass, shrubs/bushes, and trees
- Apply pesticide to rid grounds of pests detrimental to lawns, trees, and shrubs
- Apply herbicides to rid grounds of unwanted weeds/grasses
- Apply fertilizer to ground to enhance growth
- Shovel snow or operate commercial snow blower to remove snow/ice from walkways and sprinkle ice-melt and/or rock-salt to protect employees, customers, and visitors.
- Perform routine maintenance duties to parking curbs, drainage ditches, signs, inlets, outlets, and bio retention structures.
- Use of commercial hand-held and back-pack blowers, and brooms to blow/sweep grass, leaves and debris from asphalt and concrete surfaces
- Use of commercial tractor to brush-hog property and use of the tractor with front end loader to haul debris and mulch
- Ability to drive a company vehicle hauling the utility trailer with mowing equipment
- Ability to use a chainsaw to cut saplings, limbs, and trees, as necessary
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.

### **Additional Duties:**

Any task imaginable, including assisting the Maintenance Associate in painting, minor plumbing repair, minor roof repair, small masonry projects, gutter installation, HVAC preventative maintenance, overhead door preventative maintenance, dock plate preventative maintenance, flooring installation and maintenance, minor auto repair, chimney cleaning, gravel & earth work, painting, cleaning, etc.

- Assist in the performance of maintenance and preventative maintenance of warehouses, facilities and company properties
- Painting - Interior and exterior
- Assists with Minor Plumbing Repair
- Assists with Minor Roof Repair – tighten screws or rivets, apply caulk or tar
- Assists with minor repairs to concrete floors, pads, walks, and minor repair to asphalt drives
- Compiles a log of all service and maintenance activity
- Ensure handling of hazardous materials such as paints, solvents, chemicals and fertilizers complies with State and Federal regulations.

**Qualifications:**

- Experience with Grounds, Landscaping and Lawn Care
- Ability to determine material requirements for specific or specialized projects
- Quick learner
- Desire to work hard
- general handyman experience helpful

**Knowledge, Skills and Abilities:**

- Knowledge of maintenance supplies, equipment, and services
- Ability to read, understand, and follow safety procedures.
- Some knowledge and understanding of building electrical systems, HVAC systems, and plumbing.
- Must have the ability to use basic maintenance equipment, including but not limited to, mowers, trimmers, saws, drills, hand tools, and vacuum and shampoo cleaners
- Ability to communicate effectively.
- Ability to work in elevated locations up to 50 feet

**Training and Experience:**

- Any combination of training and experience equivalent to completion of high school and one (1) year of Grounds Maintenance experience.

**License/Certificates:**

- Possession of a valid state driver's license is required.

*This job description reflects management's assignment of essential functions and nothing in this job description restricts management's right to assign or reassign duties at any time.*