



**JOB TITLE:** Grounds Specialist

**SUPERVISED BY:** Facilities Director

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**POSITION OVERVIEW:**

The Grounds Specialist will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus to be on the forefront of maintaining and enhancing the different aspects of the Covenant Harbor grounds, including lawns, trees, planting beds, paths, shorelines and roads, so that guests are able to fully experience the natural beauty of the camp.

**GENERAL QUALIFICATIONS:**

- Be in agreement with and support Covenant Harbor’s mission and vision.
- Possess a strong work ethic, positive attitude, personal maturity, sound judgment, motivation, integrity, and a heart for service
- Be organized, personable, flexible, attentive to details, and able to work with minimal supervision
- Available to work weekdays, weekends, and some holidays
- Have experience in grounds management and maintenance including appropriate large and small equipment

**EDUCATION AND TRAINING REQUIREMENTS:**

- A high school degree or equivalent.
- A valid driver’s license and a clean driving record.
- Computer literacy and the ability to become proficient in certain applications

**GENERAL DUTIES:**

The Grounds Specialist will carry out the Covenant Harbor mission and ministry in the following ways.

**A. General and Regular Responsibilities**

- Ensure all lawns, planting beds, paths and trees are maintained in accordance with qualitative standards.
- Maintain equipment in excellent condition.
- Adhere to all maintenance department policies and procedures.
- Utilize preventative maintenance software to track tasks , projects and maintenance schedules for all areas.
- Operate equipment related to position, including skid steer, mower, weed whip, and chainsaws.
- Assist in regular maintenance and completion of other projects and work orders as directed.
- Routinely check that paths and walkways are safe for guest and staff use and are free of hazards.
- Assist in removal of snow during winter months.

**B. Greater Covenant Harbor Ministry**

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor’s resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

The majority of the duties of this position are conducted outside in all weather conditions. Tasks will necessitate a lot of walking, at times over rough terrain and steep inclines. Exceptional stamina and the ability to climb ladders and lift up to 50 pounds are required.

**SALARY AND BENEFITS:**

**Type of Position:** Part time hourly with 32 hours a week, year-round; \$13-\$15 an hour based on experience; Eligible for paid vacation days, long term disability, and life insurance.