

# SAMPLE JOB DESCRIPTION

## Employer: XYZ Church

1. Job Title: Lawn Care/Groundskeeper
2. Education and Experience Required: Two years prior experience in lawn care and landscaping. Must have a state chemical applicator's license. Knowledge of plants, landscape design, irrigation, and erosion control.
3. Work hours: 7:00 AM to 3:30 PM, 2 days per week.
4. General Description of Job:
  - Landscapes and maintains church grounds.
  - Performs scheduled lawn mowing, trimming, weeding, and fertilizing, tree and shrub pruning, repair and reseeding of damaged lawn areas.
  - Applies herbicides, fertilizers, and pesticides using safe techniques and maintains HAZMAT files.
  - Plants and maintains trees, shrubs, and flowers.
  - Waters lawn, trees, and plants.
  - Rakes and disposes of leaves and other yard waste.
  - Maintains driveway, playground area, and athletic fields.
  - Keeps grounds free of litter.
  - Maintains tools and equipment.
  - May remove snow/ice from driveways, walkways, and parking lots.
5. Types of machines, tools and other special equipment used to perform job duties: Power push mower, riding mower, gas-powered leaf blower, wheelbarrow, hand tools including rake, shovel, and trowel, spreader, and chemical sprayer, portable sprinkler system, and hose.
6. Vehicles or Moving Equipment Driven as Part of Job: Riding mower.
7. Amount of Each Day Spent: **Standing** 30 % **Walking** 50 % **Sitting** 20 % **Total** 100%
8. Employee Works: **Inside** 0 % **Outside** 100 %

9. Physical Activity Required To Perform Job: The following information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to	How Often
Twist	F
Stoop/Bend	F
Squat	F
Kneel	F
Crawl	F
Climb Ladders	F
Climb Stairs	F
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds			X			
Lifting 10-25 pounds		X				
Lifting 25-50 pounds		X				
Lifting over 50 pounds			X			
Carrying under 10 pounds			X			
Carrying 10-25 pounds			X			
Carrying 25-50 pounds			X			
Carrying over 50 pounds		X				
Pushing/Pulling under 10 pounds				X-when raking		
Pushing/Pulling 10-25 pounds				X-when mowing		
Pushing/Pulling 25-50 pounds				X		
Pushing/Pulling over 50 pounds		X				
Reaching above shoulder height		X				
Reaching at shoulder height		X				
Reaching below shoulder height		X				
Talking						X
Hearing						X
Vision						X

10. Working Environment: Outdoors. Unable to work when raining. Exposure to chemicals.

11. Possible Job Modifications:

- Lawn Care/Groundskeeper can work shorter days or vary days worked as needed as long as lawn is mowed once a week.
- Some job tasks may be able to be temporarily postponed.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date

SAMPLE