

## **JOB DESCRIPTION –GROUNDS PERSON (DRAFT)**

**Qualifications.** Jubilee Place Apartments is a 34 unit facility located in Trail B.C. for low income seniors with priority given to those 65 and over. The Grounds Person must have respect and an understanding of the elderly, good communication skills and show a dedication to keeping the grounds safe and attractive for our tenants and visitors. Previous experience with grounds keeping and snow removal would be an asset and a willingness to work as a team member with the Building Manager, Maintenance Person and Cleaning Service a must.

As a contractor, the Grounds Person must have WorkSafe BC insurance: pay premiums and work under a registered business.

### **Duties include but are not limited to:**

**Cleans Debris**—from all public areas.

**Maintains lawns and gardens** –mowing and weeding weekly. Clears catch basins.

**Clears snow** from all Jubilee sidewalks and the public sidewalk in front of the apartment building in a timely manner.

**Minor Ground Repairs-** prune trees, remove bees nest etc. when necessary.

**Liases with Building Manager** and informs of any concerns or issues that arise or conditions that could impact tenants.