

Grounds Maintenance Manager

The Grounds Maintenance Manager is responsible for the overall appearance of the facility as well as the maintenance of equipment and completion of projects as assigned.

Responsibilities:

- Ensure the facility is free of all debris or refuse.
- Verify campground facilities are clean and in good working order.
- Cut grass and vegetation using tractors, mowers and trimmers.
- Grade roads as necessary.
- Order materials such as millings to keep roads in good condition.
- Keep vegetation cleared along roadways and trails.
- Keep inventory of spare parts for equipment on hand.
- Maintain equipment in good working order and appearance.
- Create and maintain a schedule of tasks to be completed and required maintenance of equipment.
- Coordinate all maintenance tasks with facility use schedules to ensure there are no conflicts.
- Check with staff to ensure any maintenance projects are completed as per schedule.
- Repair signs, ramps, walkways etc. as needed.
- Ensure storage buildings and containers are organized.
- Assist staff members with projects as needed.