

**Pearl S. Buck International, Inc.**  
Job Description

Job Title/Department: Grounds Assistant / Pearl S. Buck House

Incumbent: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Location: Home Office, Bucks County, PA Employment Status: PT/Temp (May - October)

Supervisor/Title: David Hartzell / Facilities Director

## **JOB SUMMARY**

Provide assistance in the performance of landscaping activity as specifically scheduled and instructed by the Facilities Director.

This is a support position with no direct reports.

## **RESPONSIBILITIES & TASKS**

- R.1 Provide assistance in the performance of landscaping activity as specifically scheduled and instructed by Supervisor to ensure PSBI property is kept in a safe, clean and optimal condition.
- T.1 Mow grounds at a reasonable speed, assuring optimum safety of operator, equipment, guests and staff.
  - T.2 Assist with clearing of all fallen trees, limbs, and removal of leaves and other debris.
  - T.3 Maintain roadways and walkways by sweeping or blowing leaves and removing twigs, clearing debris/fallen limbs.
  - T.4 Assist with shrubbery pruning, weeding, applying weed killer, planting, and mulching of gardens as time allows.

Perform other activities as required or assigned.

## **WORKING CONDITIONS**

- Position requires the operation of machinery and tools and includes work in occasional adverse weather conditions outdoors and exposure to plant growth that may cause skin reactions.
- Position work hours are flexible seven days a week up to a maximum of 20 hours per week with the necessity of flexibility in hours for weather conditions, emergencies, and special events/rental activities held on the property.

## **DRESS CODE**

Incumbent must wear work shoes, no sneakers and appropriate clothing for weather protection and working within the public view. To ensure the prevention of material getting caught up by machines, no torn or loose fitting clothing is permitted.

## **MACHINE OPERATION**

While operating all machinery, safety goggles and ear protection must be worn. While operating all machines, operator must stop completely when approached by another vehicle, to allow this vehicle to pass. In addition, operation of driven machinery on site must be used with utmost safety in mind, not to exceed (15) miles per hour, and with environmental awareness.

## **QUALIFICATIONS**

### Education

- High School Diploma with prior experience operating lawn equipment

### Certification/Licenses

- Valid PA Driver's License

### Skills

- Landscaping equipment operation (lawn mower, weed-wacker, lawn vacuum, leaf blower)
- Mechanical (Basic)
- Problem-solving
- Planning
- Organizing
- Oral Communication (Basic)

### Accomplishments/Experience

- Has experience operating lawn equipment
- Has conducted general maintenance and upkeep of lawn equipment

### Languages

- Speaks, writes and reads English

President & CEO's Approval \_\_\_\_\_

Date \_\_\_\_\_

Incumbent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_