



CampTwin Lakes
Where Challenges Become Triumphs

Camp Twin Lakes Groundskeeper Job Description

Title: *Groundskeeper*

Status: Full Time

Department: *Site and Facilities*

Reports to: *Site & Facilities Senior Coordinator*

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.campwinlakes.org

Summary:

The *Groundskeeper's* primary responsibilities will include maintaining and enhancing the grounds of camp in order to provide a safe camp and enjoyable camp experience for our campers, visitors and staff.

Essential Duties and Responsibilities:

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

- Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
- Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
- Provides a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying.
- Performs campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, signs, cables, chains, barricades, gates, bicycle racks, feeders, posts, fences, and rock walls; and repairing streets, parking lots, athletic fields, tennis courts, track and omni turf, as applicable.
- Removes trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc. Disposes of trash and debris in designated central collection points on a daily basis.
- Prepares outdoor locations for use by visitors, vendors, and the public as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.

- Safely operates light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other equipment. Obeys all applicable traffic laws, follows operator instructions, and wears appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Replaces and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
- Performs painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
- Performs custodial services following established procedures and guidelines in buildings, offices, restrooms, etc. including their furnishings, using manual tools and powered machines.

Additional Requirements:

- Must be able to use equipment and tools, drive safely around property, observe what needs to be done, communicate with staff, possess physical strength to lift, dig, load/unload and repair equipment. Week-end work is a must.